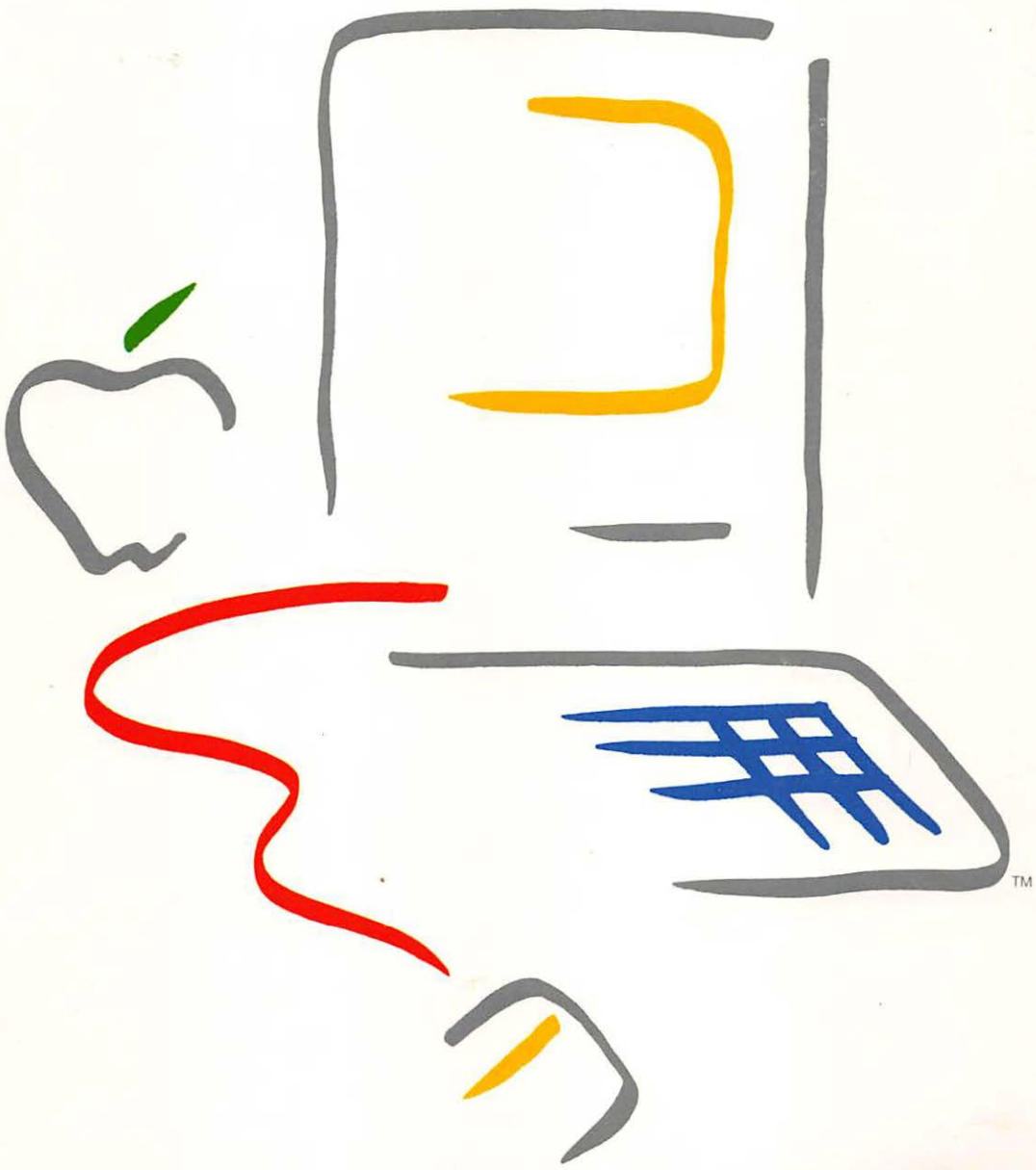
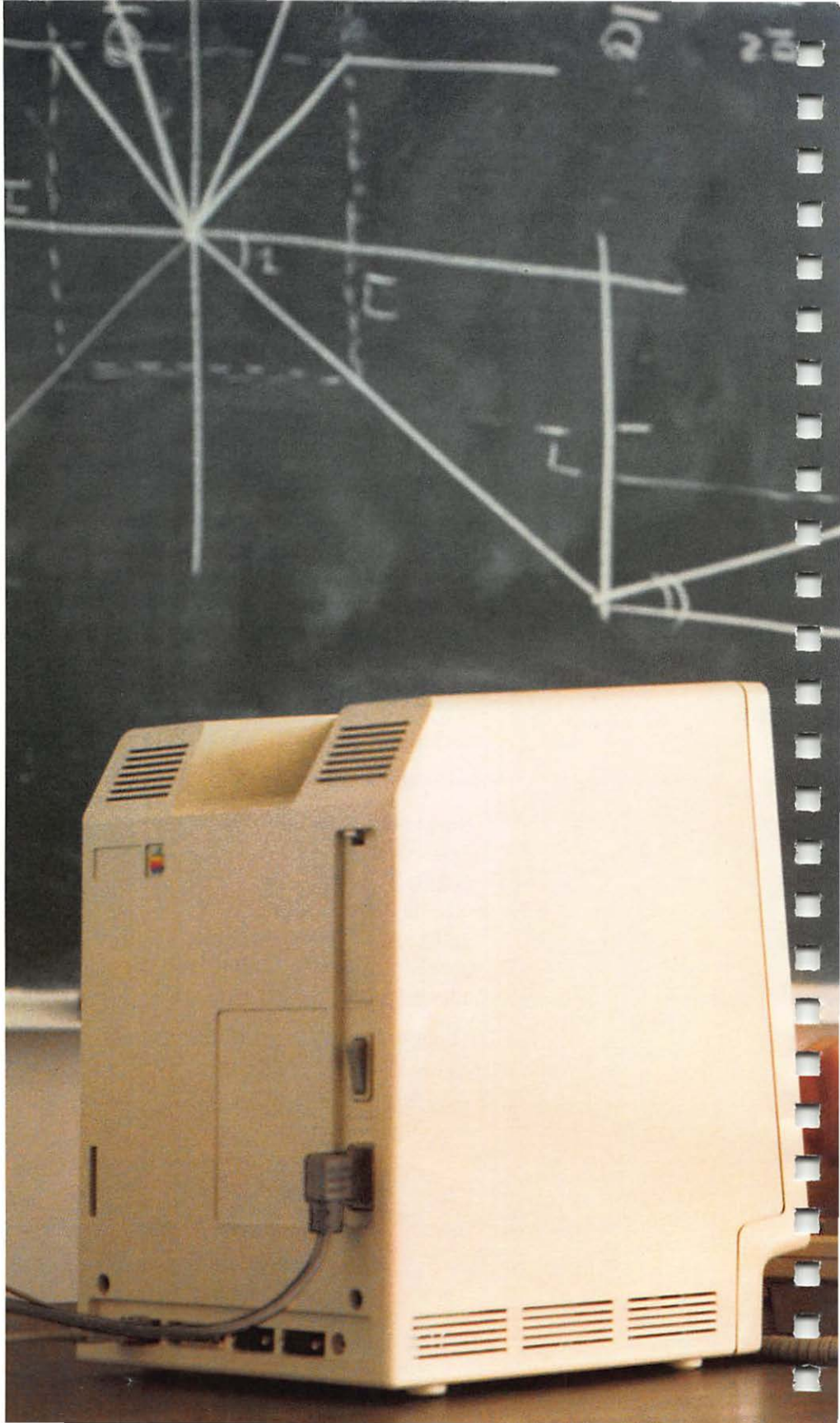
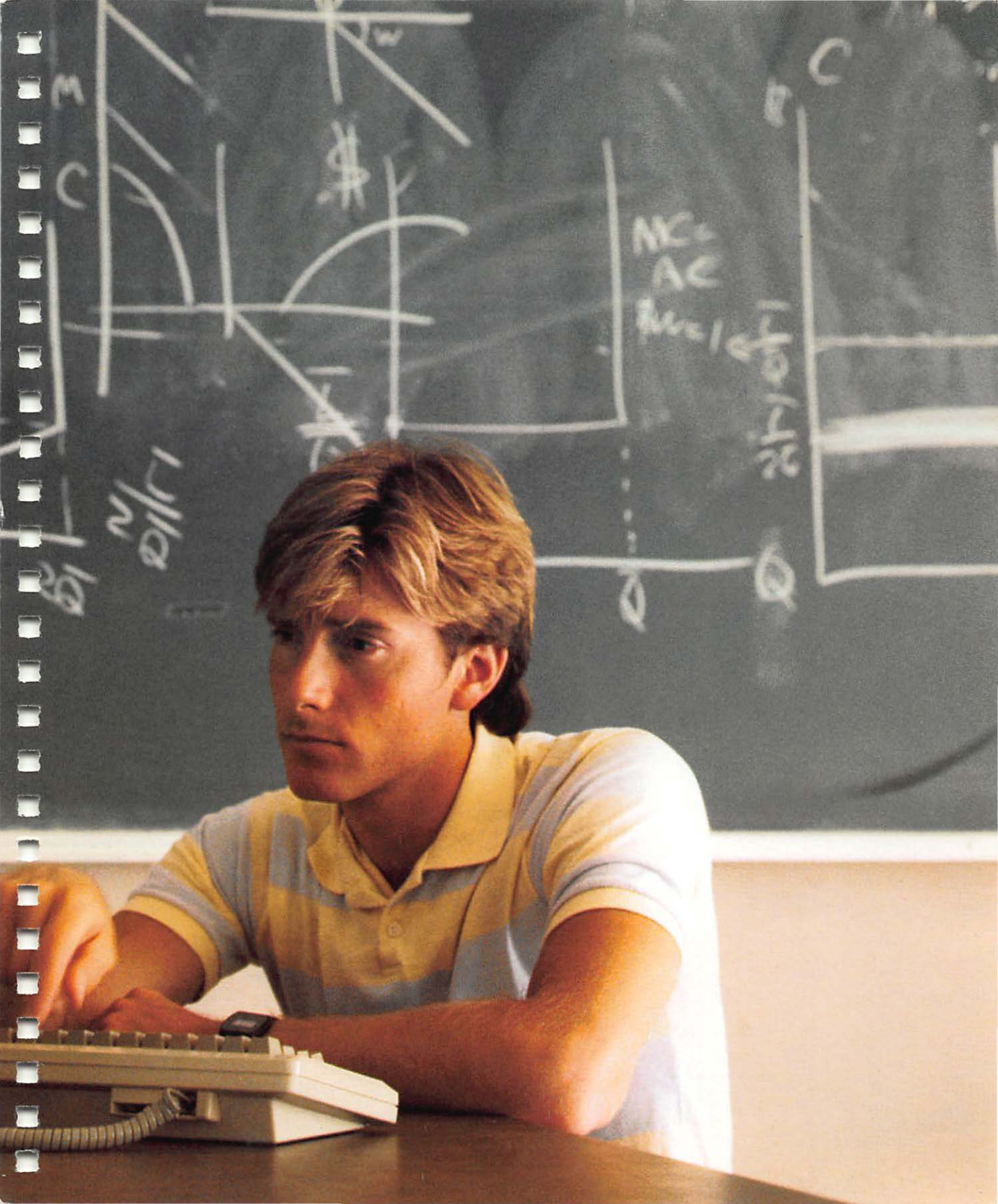
Macintosh™



Chapter 1:

Learning Macintosh





Contents

9 Introduction

10 Meet Your Macintosh

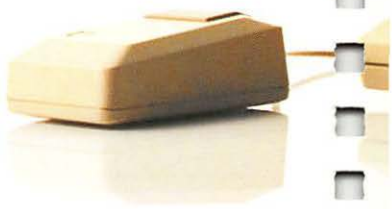
13 Using the Mouse
13 Moving the Pointer by Moving the Mouse
14 Selecting by Clicking an Icon
15 Dragging an Icon

17 Selecting and Choosing
17 Selecting the System Disk Icon
17 Pulling Down a Menu
18 Choosing a Command From a Menu

20 Manipulating Windows
20 Changing the Size of a Window
21 Moving a Window
22 Opening Another Icon
22 Making a Window Active
24 Opening Other Icons
25 Closing a Window
26 Using Scroll Bars to See More

28 Using an Application
28 Creating a New Document
30 Saving Your Work on a Disk
31 Editing Text: Cutting and Pasting

35 Organizing Documents
35 Using Folders
37 Selecting More Than One Icon
40 Changing Your View
40 Using a Desk Accessory
41 Starting Your Own Work



Introduction

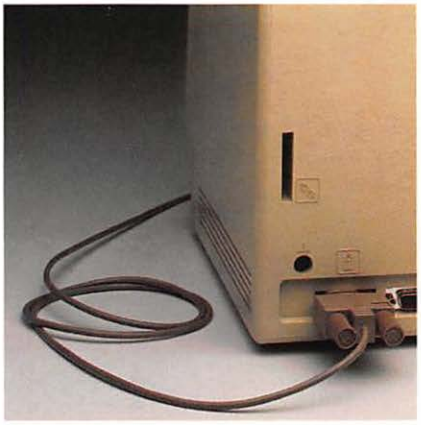
You're about to learn a new way to use a computer. If this is your first experience with a computer, you're starting at a great time. If you've used "traditional" computers, you'll really appreciate the Macintosh difference. No more guessing what the computer wants. No more memorizing long commands with names only a programmer could love. With Macintosh, you're in charge.

This chapter teaches what you need to know to use your Macintosh—how to create **documents** (the name for anything you create on Macintosh), make changes to them, and put them away. It all happens with a few basic techniques, the same techniques you'll use whenever you work with any application on your Macintosh.



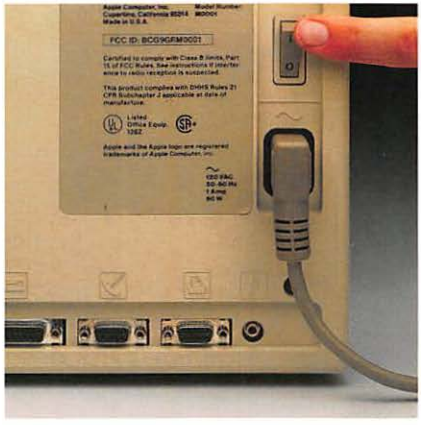
Before you start, make sure you plug your Macintosh into a grounded outlet and attach the keyboard and **mouse** to the main unit.





■ **Switch the Macintosh on if it's not already on.**

A beep lets you know it's started, and an **icon** (a small picture) representing a Macintosh disk appears on the screen. The blinking question mark shows that the Macintosh is ready for you to insert a disk.





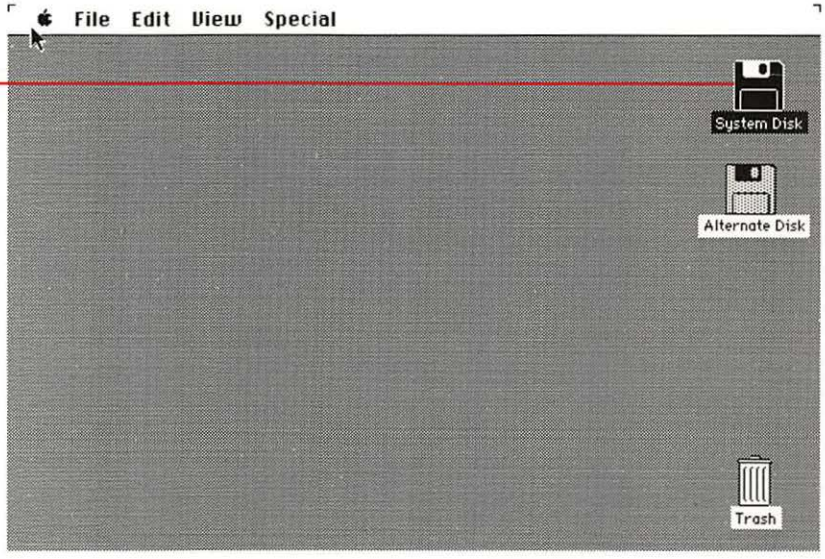
■ **Insert the Macintosh System Disk into the disk drive, metal end first, label side up.**

Push the disk until it clicks into place. The soft hum is your Macintosh getting information from the disk. A message appears, welcoming you to Macintosh.

■ **Adjust the brightness control to the level you want.**



A few seconds later, your screen looks like this:



Icon

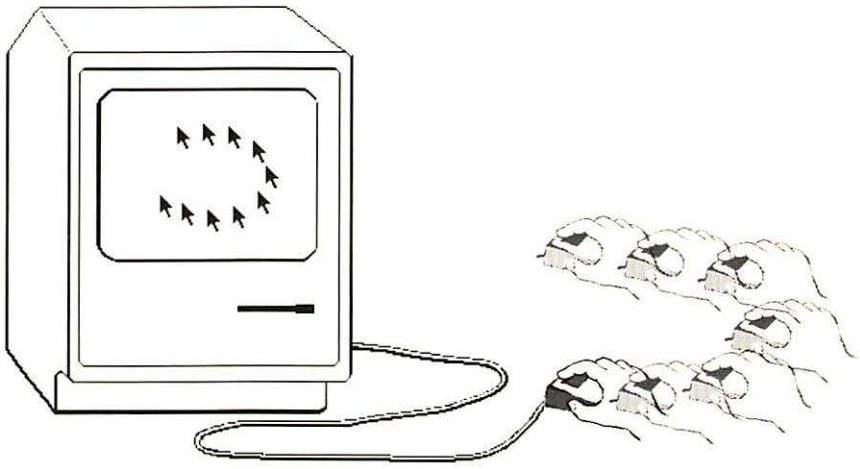
This is the Macintosh **desktop**. Most computer screens look like the departing flight schedule at a busy airport, but the Macintosh screen looks like a light gray desktop. And you can arrange your desktop any way you want. You can slide documents around, organize your work in folders, throw things away, or get what you want to work on next—just by moving the mouse and pressing the mouse button. The bar at the top of the screen contain menus; you'll see how to use them a little later. The icons on your desktop always let you know what's available. Right now you see icons that represent:

- the System Disk you inserted
- the Alternate Disk you'll sometimes use when you're copying documents between disks
- the **Trash**, where you can discard what you don't need anymore

If your screen doesn't look like this, someone else has probably used this lesson and arranged the desktop in a different way. See "Handling Windows" in Chapter 3 to close all windows that may have been left open.

Using the Mouse

Your Macintosh responds instantly to every movement you make with the mouse. You can start applications and get documents, work on them, and put them away again—just by moving the mouse and pressing the mouse button. The best way to see how this works is to try it.



1 Moving the Pointer by Moving the Mouse

■ **Watch the screen while you roll the mouse on a flat surface next to your Macintosh. For now, don't press the mouse button.**

Every move you make with the mouse moves the pointer in exactly the same way. Usually the pointer is shaped like an arrow, as it is now, but it changes shape depending on what you're doing. For instance, it becomes an I-beam when it's positioned over text you can edit and a wristwatch when your Macintosh is doing something that takes a little time.

You'll have the best control if you hold the mouse with the mouse cable pointing directly away from you.

If you run out of room for the mouse—if it goes off the table, for instance, or runs into the Macintosh itself—lift the mouse and put it down again where you have more room. Lifting the mouse doesn't move the pointer.

Using the mouse might feel a little awkward at first, but it will soon be second nature.

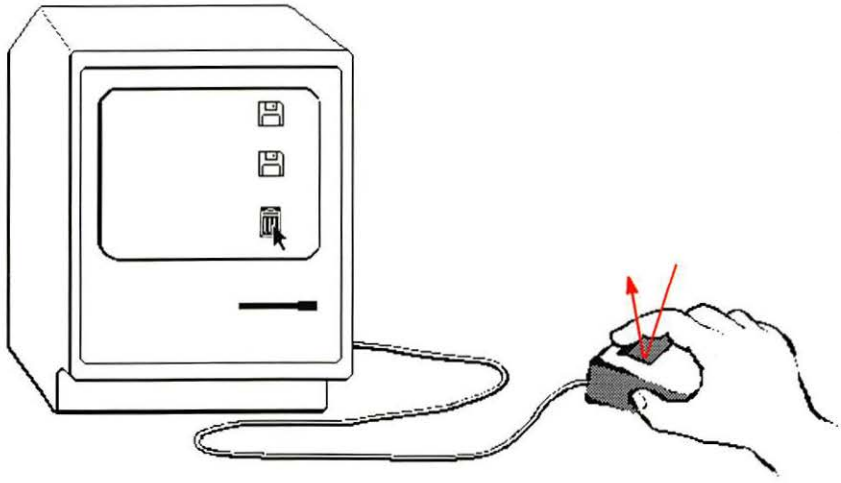
2 Selecting by Clicking an Icon

You probably have your own idea of how your desktop should be organized, so the first thing to do with your mouse is arrange your electronic desktop to suit you. To move an icon, you first **select** it to let your Macintosh know this is what you want to work on next. You select icons using a technique called **clicking**.

■ **Position the pointer on the Trash icon.**

Make sure the tip of the pointer is on the icon itself. Putting it on the word "Trash" below and clicking produces a slightly different effect, which you'll see later.

■ **Click the icon by pressing and quickly releasing the mouse button.**



As you click the icon, it's **highlighted**. What was black is now white and vice versa. The highlighting shows that you **selected** it. Notice that the System Disk icon is no longer selected. Selecting is an important idea with Macintosh, and it has a specific meaning: you always **select** the information you want to work on next.

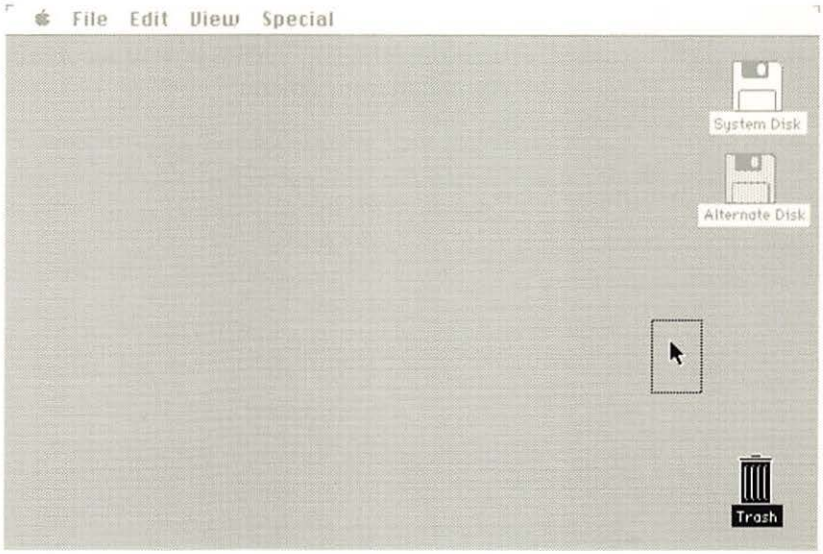
■ **Click the System Disk icon.**

Now the System Disk icon is selected, and the Trash icon is no longer selected.

When clicking, try not to move the mouse as you release the mouse button. Practice clicking each icon in turn until you can click without moving the mouse at all.

3 Dragging an Icon

Once you've selected an icon, you can use the mouse to move it with a technique called **dragging**.



- **Position the pointer on the Trash icon.**
- **Press and hold the mouse button while you move the mouse.**

 When you press the mouse button, you select the icon. As you move the mouse, the pointer moves and drags an outline of the icon and its title along with it. So you always know where you were—and where you're going.

- **Release the mouse button.**

 The icon snaps to its new place.

Try this again with the System Disk icon. Move the icon all the way to the left. Notice that it won't go off the edge of the screen, so you don't have to worry about losing it. Remember, lifting the mouse has no effect on what you're doing (but releasing the mouse button does end the current dragging). You can cancel a drag in progress by moving the pointer into the menu bar at the top of the screen. Practice dragging until you can easily put the icons wherever you want them.

You've learned how to use the mouse to point to and select information you want to work on, and you've seen how you can drag icons to arrange your desktop. Next you'll learn how to act on what you select by choosing a command from a menu.

By the way, you can take a break from this lesson at any point. Leave the Macintosh switched on and pick up where you left off. If it's been switched off, switch it back on, make sure the System Disk is inserted, and start over.

Selecting and Choosing

Whenever you work with your Macintosh, you tell it two things: what you want to work on, and what you want to do. First, you tell the Macintosh what you want to work on by selecting it as you've been doing with icons on the desktop. Then you tell the Macintosh what you want to do with the selection. You usually do this by **choosing** a command from a menu.

Right now what you want to work on is the System Disk, and what you want to do is open its icon so you can examine its contents. Here's how to do this:

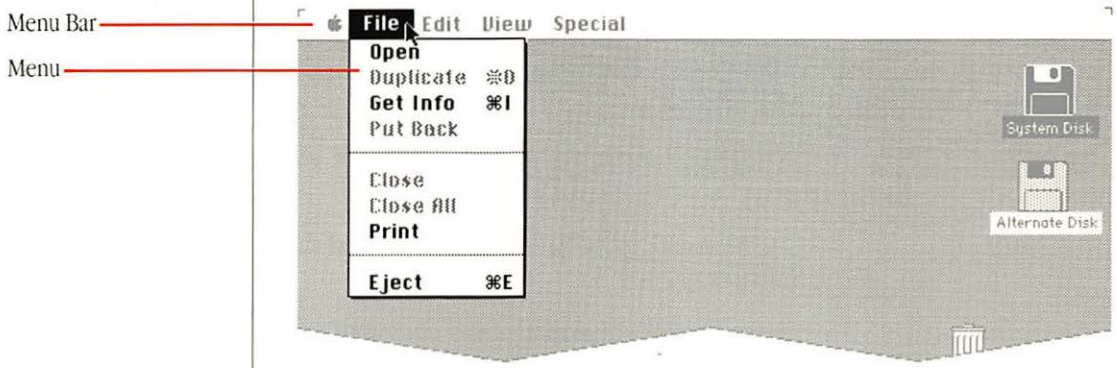
1 Selecting the System Disk Icon

■ **Position the pointer on the System Disk icon and click.**

This is the same thing you've done before. Now the System Disk icon is selected, and you can choose a command for it.

2 Pulling Down a Menu

Along the top of the screen, in the **menu bar**, are titles of the **menus** you can choose from.



■ **Position the pointer on the word "File" in the menu bar.**

Among other things, the File menu lets you open icons.

■ **Without moving the mouse for now, press and hold the mouse button. Release it when you're finished looking.**

Pressing the button while you're pointing to a menu title causes the title to be highlighted and a menu to appear. The menu contains **commands** you can carry out on what you've selected. Commands that you can't use right now (Close, for instance) appear **dimmed** in the menu. When you release the mouse button, the menu disappears.

3 Choosing a Command From a Menu

To choose a command from a menu, you use the same dragging technique you used to move icons.

- **Position the pointer again on the menu title "File" in the menu bar.**
- **This time, press the mouse button and hold it down while you drag the pointer to the word "Open," then release the mouse button.**

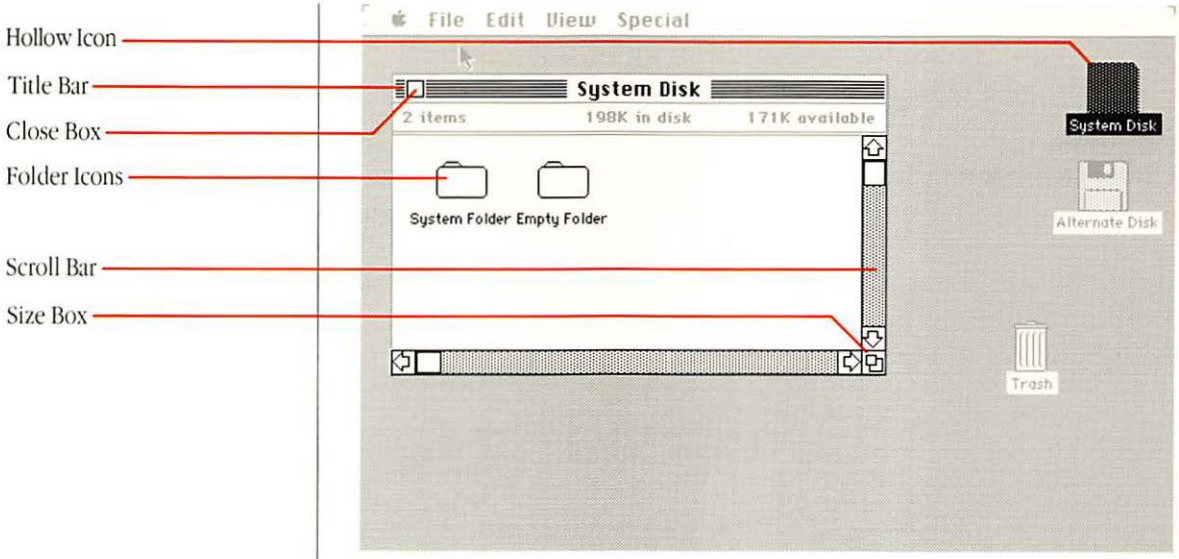


As you drag through the menu, each command is highlighted in turn. When you release the mouse button with the Open command highlighted, an outline zooms out of the icon and the screen is almost filled by a **window**. This window displays a **directory** of icons that represent the contents of the System Disk.

If a window doesn't appear, make sure the System Disk icon is selected before you choose Open from the File menu.

The System Disk icon is hollow now to show that the icon has been opened into a window.

If you change your mind about choosing something from a menu, you can move the pointer off the menu. Nothing is chosen unless you release the mouse button while one of the commands is highlighted.



The System Disk window's **title** appears in the **title bar** at the top of the window. Below the title bar is information about the directory's contents. Along the right and bottom are **scroll bars** that let you get around in large directories or documents. In the bottom right corner is the **size box** you use to change the size of a window. In a few minutes, you'll see how to use these parts of a window to manipulate it.

To sum up what you've done so far: First you selected something (the System Disk icon), then you chose a command (Open). You'll follow this same pattern whenever you work with Macintosh: *select* some information, then *choose* an action for it.

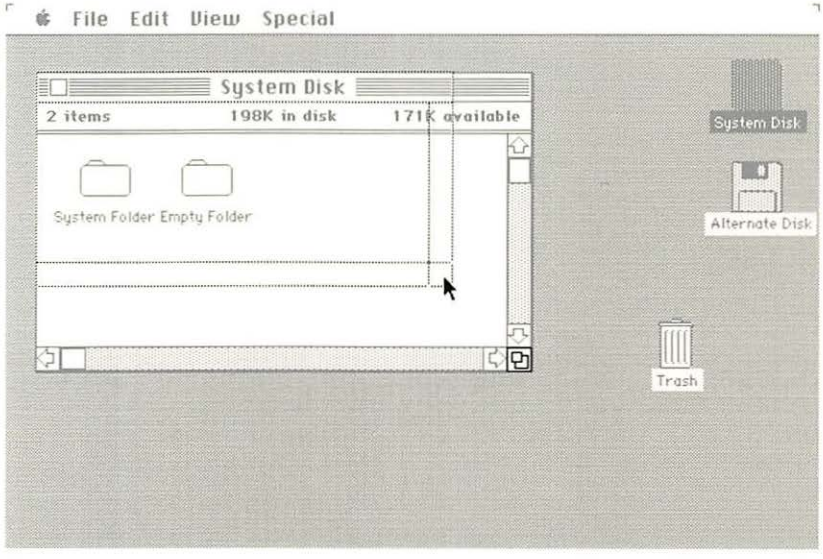
There are two icons in the System Disk window, this time representing two **folders** that are on the disk you inserted into the Macintosh's disk drive. One of the folders holds system information the Macintosh needs, and the other is an empty folder for your own documents.

You can move icons in the System Disk window the same way you moved icons on the desktop—by dragging them. Go ahead and try this. For now, keep them inside the System Disk window.

Manipulating Windows

1 Changing the Size of a Window

When you're working on a document at your desktop, it's great to have a wide open window on it so you can really see what's there. But small windows also have their advantages. You can move small windows around on your desktop, and you can see more than one at a time. To change a window's size, you use the size box in the bottom right corner of the window.



■ **Position the pointer on the size box, and drag it up and to the left.**

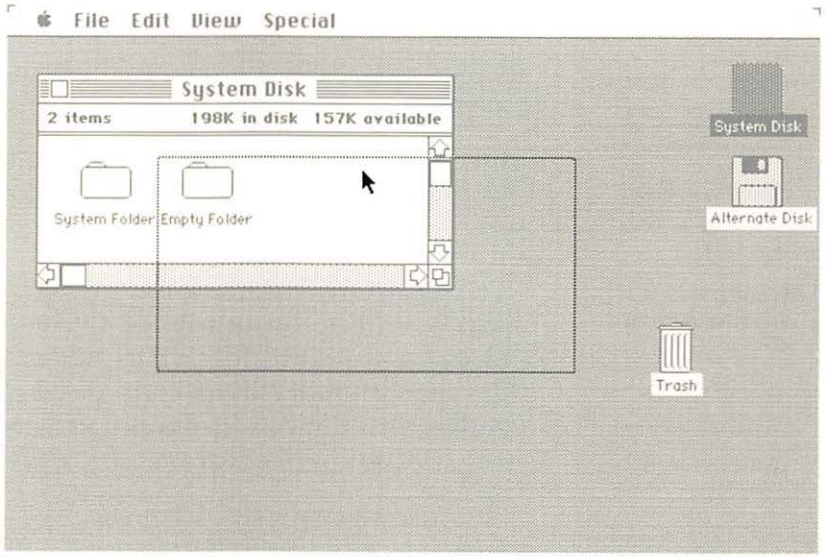
As you drag, a dotted outline follows. The farther to the left you drag, the narrower the outline becomes; the farther upward you drag, the shorter it becomes. When the outline's as small as you can make it, it stops moving. When you release the mouse button, the window changes size.

The contents of the window don't change at all when you change a window's size. The only thing that changes is how much you can see.

Experiment with controlling the size of the System Disk window. Drag the size box down and to the right to make the window bigger again. Then try all different lengths and widths.

2 Moving a Window

You can move windows on your desktop just as you moved icons. To move a window, you drag it by its title (or anywhere in the horizontal title bar at the top of the window). Don't, however, drag it by the small box in the title bar. That's the **close box**, and it's just for closing the window.



- **Position the pointer anywhere on the title of the System Disk window.**
- **Drag the System Disk window by pressing the mouse button and holding it down while you move the mouse.**

Just as when you dragged icons, a dotted outline of the window follows your movements. When you release the mouse button, the window moves where the outline was.

If you release the mouse button before you have the window where you want it, just "pick the window up" again. If you change your mind about moving it, cancel the drag by moving the pointer into the menu bar.

Just as icons stayed within the limits of the desktop, so do windows. You can't lose them by dragging too far.

Practice your new skills. When you can manipulate the window easily, making it any size and putting it anywhere you want on (or partially off) the desktop, go on to the next step.

3 Opening Another Icon

Use your new window-handling expertise to get the System Disk window out of the way if you need to. Shrink it down and move it around so you can see the Trash icon.

■ **Open the Trash icon.**

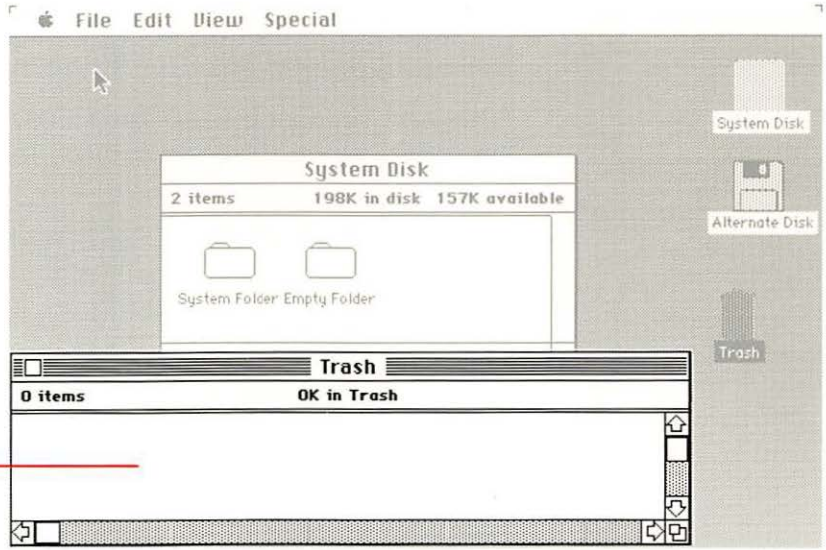
Use the same technique you used a few minutes ago. Select the Trash icon by clicking it, then choose Open from the File menu by positioning the pointer on the menu title, pressing the mouse button, dragging to the Open command, and releasing the mouse button.

A second window appears on the desktop, probably overlapping the first (depending on where you left the first window and what size you made it).

4 Making a Window Active

With Macintosh you can have many windows on your desktop at the same time. When there's more than one window, your Macintosh needs to know which one you're working on at the moment, so that the commands you choose and the text you type end up in the right place. The window you're working on is always in front of all the others. It's called the **active window**, the place you want the next action to happen.

The active window's title bar is highlighted with narrow horizontal lines on either side of the title. The active window usually has a size box in the bottom right corner and scroll bars on the right and bottom sides.

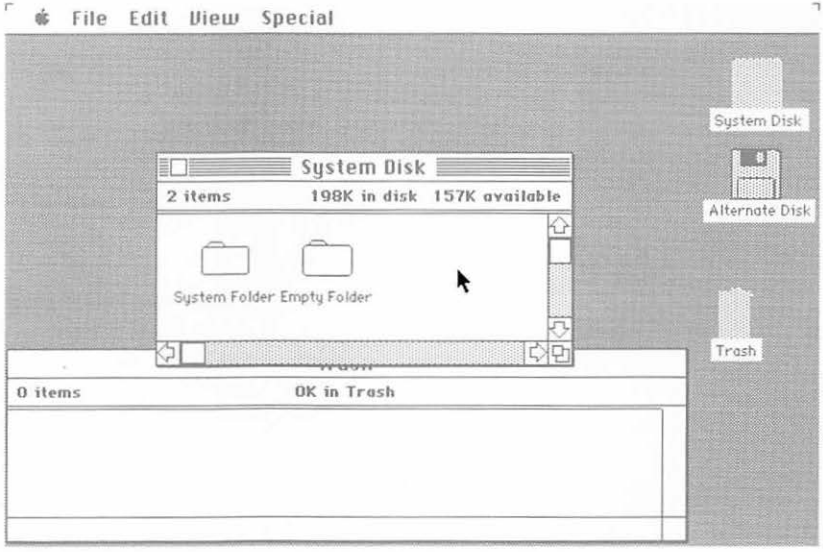


When you opened the Trash icon, it automatically became the active, frontmost window—the window you're working in. The System Disk window is also open on the desktop, but it's no longer the active window. To work in the System Disk window again, you make it active by clicking anywhere inside it.

If you left the System Disk window small before you opened the Trash window, it may be completely hidden by the Trash window now. You know how to move windows and change their size, so if you can't see the System Disk window, move the Trash window or change its size until you can see the System Disk window again. It doesn't have to be completely visible; as long as you can see part of it, you can make it active.

■ **Click in the System Disk window.**

The window is brought to the front of the desktop; its title bar is highlighted and scroll bars and a size box appear to show it's the active window. Whenever you want to work in a window, you first make it active by clicking in it.



Your desktop might not look exactly like the one here. Your Macintosh does exactly what you tell it to do; the size and position of your windows are up to you.

■ **Click in the Trash window.**

Now it moves in front of the System Disk window again.

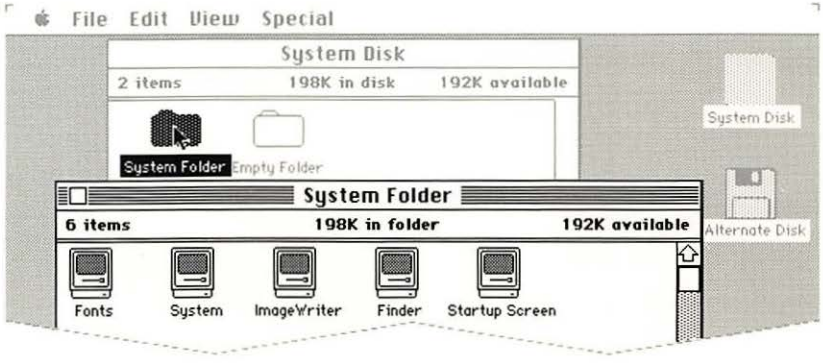
Experiment with arranging your desktop—making each window active in turn, changing its size, and moving it.

Notice that you sometimes need to move a window in order to see its size box. And you sometimes need to change a window's size or move it to see the window it's covering. By the way, moving a window also makes it active if it's not already, so you don't have to make a window active before you move it.

5 Opening Other Icons

You can open icons in a directory window, such as the System Disk window, just as you opened icons on the desktop. You know how to open an icon by selecting it and choosing Open from the File menu. There's a shortcut: you can do the same thing with a technique called **double-clicking**. Try it to open the System Folder icon in the System Disk window. (If necessary, first make the Trash window smaller; then make the System Disk window active and large enough that the System Folder icon is visible.)

■ **Position the pointer on the System Folder icon and quickly press and release the mouse button twice.**



Inside the System Folder are icons that represent information the Macintosh needs. If the System Folder window doesn't appear when you double-click, speed up your clicking. That way the Macintosh will be able to interpret your actions as a double-click, and not just as insistent single clicks. Now you have two ways to open icons.

■ **Open the Empty Folder icon, either by double-clicking it, or by selecting it and choosing Open from the File menu.**

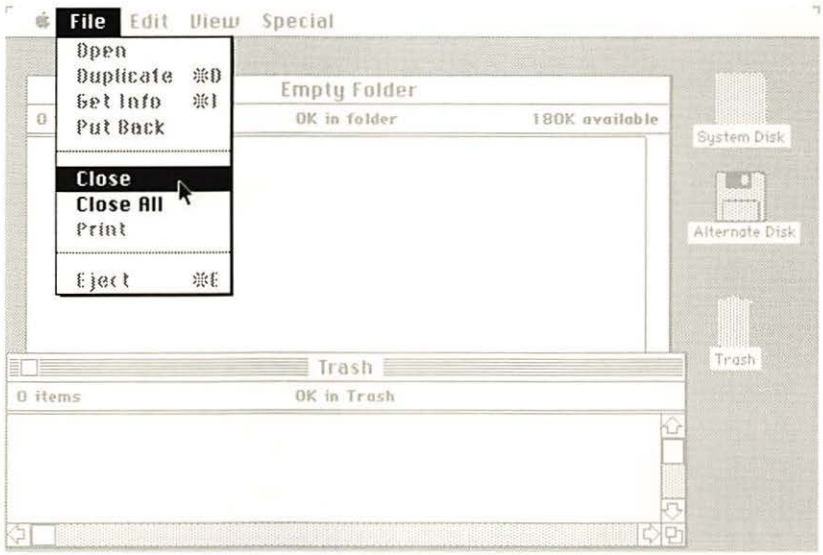
If necessary, first move the System Folder window. The Empty Folder window is—surprise—empty. You'll use folders later to organize the documents you create.

6 Closing a Window

You can have many windows on your desktop, but to keep things tidy, you might want to close some when you're finished working on them, and open them again when you need them.

■ **Make the Trash window active by clicking in it.**

■ **Choose Close from the File menu.**

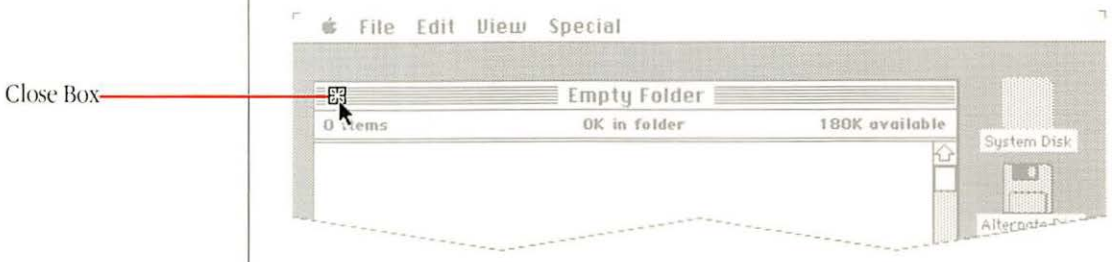


The window zooms closed. Whenever you choose Close from the File menu, the frontmost, active window is closed and the next window behind it becomes active.

Now close the Empty Folder window using another shortcut. The **close box** in the title bar lets you close an active window with a single click.

■ **Make the Empty Folder window active if it's not already.**

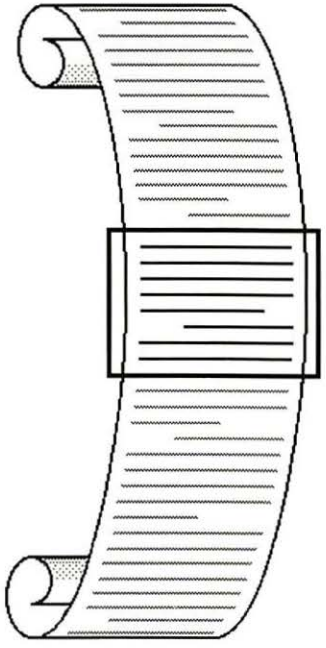
■ **Click the close box.**



It's the same as choosing Close from the File menu.

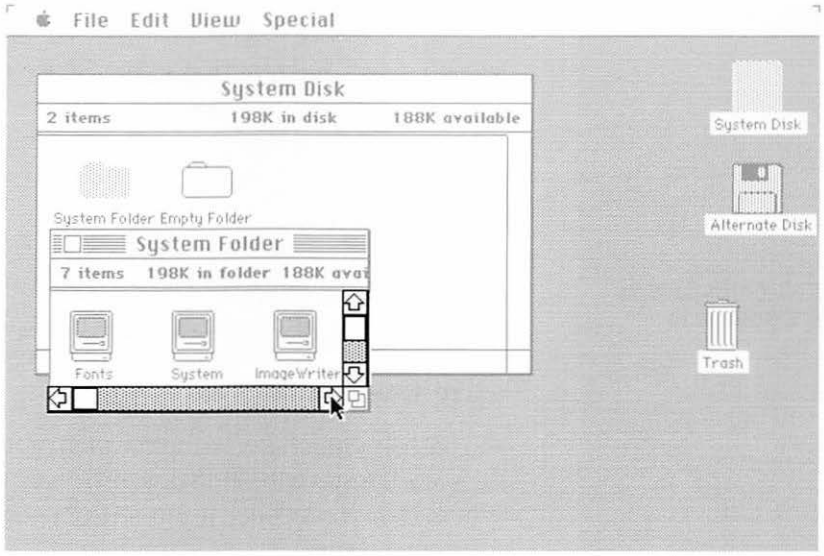
7 Using Scroll Bars to See More

Most of the time, a window on the desktop can't show you the entire directory or document all at once, even when you've made the window very large. There's often more information than can fit in the window at one time.



The scroll bars in an active window let you move what's in the window so you can see more of it.

■ **Make the System Folder window small enough that some of the icons are hidden from view.**



■ **Click the scroll arrow that points to the right.**

More icons come into view. You can also scroll left, up, or down.

If you want to know more about scroll bars, see "Scrolling" in Chapter 3.

Using an Application

You might be wondering what all of this has to do with your work—the documents you'll create with the Macintosh applications. First, you'll use the skills you've just learned whenever you work with your Macintosh, in nearly all the applications. You usually select information and choose commands in consistent ways. And windows are always opened and closed, changed in size, moved, and made active using the same techniques you've just learned.

Second, this chapter introduces the **Finder**, the built-in application for organizing and managing your documents. The Finder is available every time you start your Macintosh or whenever you move from one application to another. In fact, you've been using the Finder all along.

1 Creating a New Document

In addition to helping you manage your documents—copying them, renaming them, removing them, for example—the Finder lets you start applications and get documents, and then put your documents away when you're done working on them.

You probably purchased an application or two along with your Macintosh. Each Macintosh application disk also contains the Finder that's on the System Disk you've been using, so from now on keep the System Disk as a spare copy of the contents of the System Folder.

■ **Close first the System Folder window, then the System Disk window.**

Use either of the methods you know—make the window active, and then click the close box or choose Close from the File menu.

■ **Choose Eject from the File menu.**

The System Disk is ejected.

■ **Insert the application disk you want to use.**

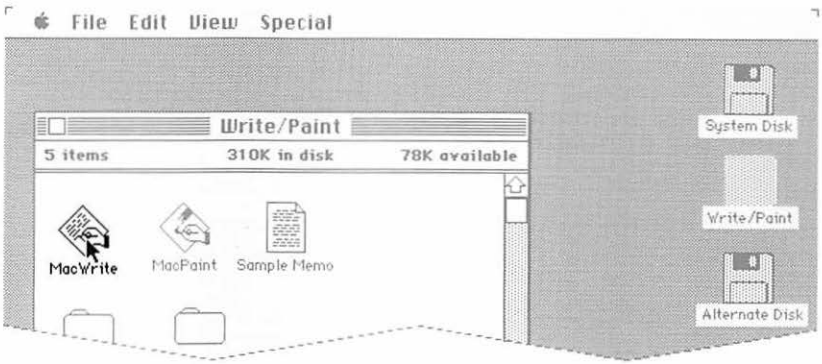
A Macintosh application package may include two copies of the application disk. Put one of these away in case your working copy ever becomes unusable. If this does happen, make a copy of the spare to replace your old working copy. (See Chapter 3 to find out how to copy a disk.) That way you'll always have a spare copy.

■ **Open the icon that represents the application disk by double-clicking it or by selecting it and choosing Open from the File menu.**

The System Disk icon is still there, but it's dimmed to show it's not currently available. If the window was left open, its icons are dimmed.

■ **Open the icon that represents the application you want to use.**

Each application icon looks like the work you do with that application.



That's all there is to opening an application.

■ **Do some work on your new document.**

You don't really need to know how to use these applications to finish this chapter. For example, just use the keyboard to type your name with MacWrite™ or draw a squiggly line with MacPaint™ (position the pointer anywhere in the drawing window and drag). You need to save only a small amount of work in order to see how the Finder helps you keep track of your documents.

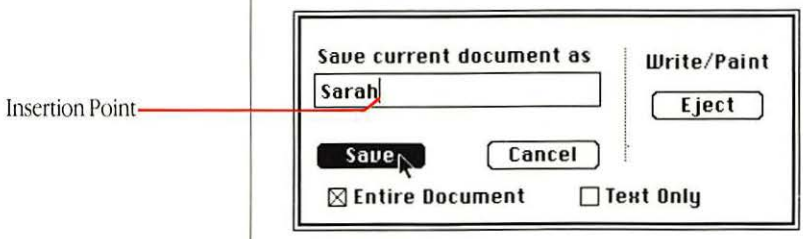
2 Saving Your Work on a Disk

Whenever you're finished working on a document, you decide whether you want to keep what you've done or throw it away.

■ **Choose Save from the File menu.**

A **dialog box** appears, with a space for you to type the name of your document. A blinking vertical bar marks the **insertion point**, where text you type will be inserted.

You might also have noticed the Save As command in the Edit menu. You'll choose Save As when you want to save your document with a different name. Usually, you'll choose Save.



Whenever your Macintosh needs more information from you, it presents a dialog box, with buttons to click, such as OK or Cancel, and sometimes with a place for you to type additional information. These messages can also alert you if you're about to do something that could cause you to lose information, giving you a chance to cancel what you were about to do. When they're alert messages, they're often accompanied by a beep.

The Macintosh keyboard is very similar to a typewriter keyboard. Use the Shift key for capital letters. If you make a mistake, use the Backspace key to erase characters back to where the mistake is, and then start typing again.

■ **Use the keyboard to type your name or any other name you want to give your document.**

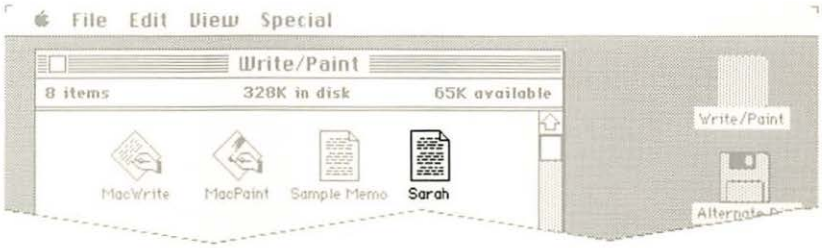
■ **Click Save.**

Your document is saved on the disk just as it is now. Make a habit of choosing Save about every 15 minutes or so while you're working with your Macintosh. (It's a good thing to do while you're waiting for your next inspiration.) That way, if your Macintosh gets switched off or there's a power failure, you'll never lose more than 15 minutes' worth of work.

With your work saved on the disk, you can leave the application you've been using and return to the Finder.

■ **Choose Quit from the File menu.**

The desktop appears again just as you left it. But now the icon of your new document appears in the application disk window.



This new icon represents the document you created. It shows which application was used to create it, and below it is the name you gave it. The next time you want to work on this document, you select and open it just like any other icon. Opening the document you want to work on also starts the application you need to do the work. You don't have to open the application, then open the document; once a document's been saved, you can open it directly from the Finder.

3 Editing Text: Cutting and Pasting

The Macintosh keyboard is mainly for typing text and numbers. You'll see the way you'll usually type and edit text, no matter which application you're using, by adding some comments about the document you just created.

■ **Select the icon that represents your document.**

■ **Choose Get Info from the File menu.**

An **information window** appears, showing some useful information about this document, such as which disk it's on, how big it is, and so on.

There's also room for you to add comments about the document.

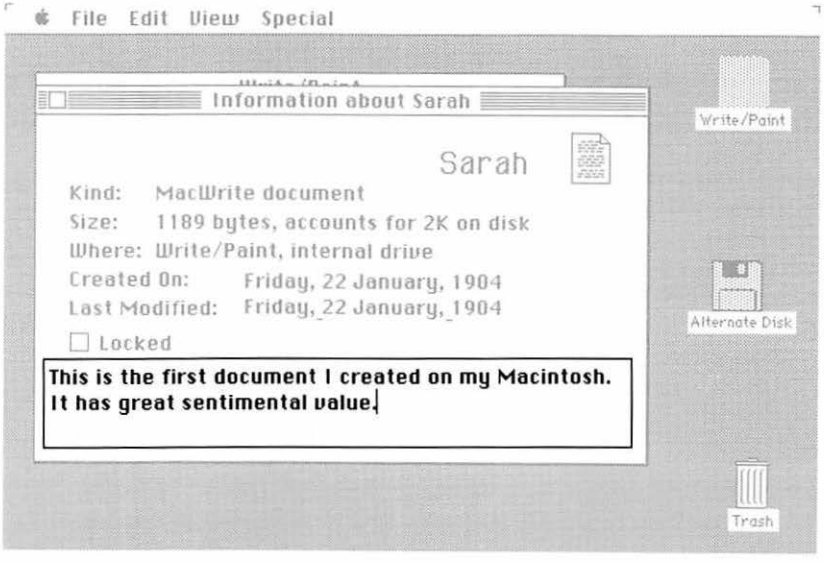
The comment box will save you time when you want to know more about a document without opening it. You might have a note explaining that this is your smash hit sales presentation of last November, or the play that won you the Pulitzer Prize. Of course, you'll also know which application you used to create the document by its icon.

The blinking vertical bar appears again, marking the insertion point for text you type.

You'll use the keyboard to add your comments. You don't have to press the Return key when you come to the end of a line of text; the next line starts automatically.

■ **Type:**

This is the first document I created on my Macintosh. It has great sentimental value.

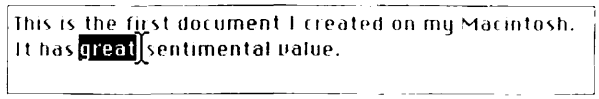


You can edit your comments by **cutting** and **pasting** with the Cut command and the Paste command. First, select some text to cut.

■ **Position the pointer at the beginning of the word "great" and drag to the end of the word.**

You're selecting information to work on, as you did when you selected icons. You selected icons by clicking them; you select text by dragging across it.

If you move the pointer off the word, you might select more than the word "great". If this happens, just start selecting over again; nothing unexpected can happen while you're just selecting.



■ **Choose Cut from the Edit menu.**

The word "great" vanishes and in its place is the insertion point, where new text you type will be inserted.

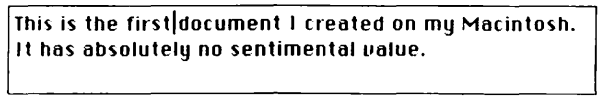
Whenever you choose Cut from the Edit menu, whatever you cut or copy is put in a holding place called the **Clipboard**, ready for you to paste it to a different location if you want.

■ **Type:**

absolutely no

What you type appears at the insertion point.

■ **Select a new place for the insertion point by clicking after the space following the word "first".**



■ **Choose Paste from the Edit menu.**

The contents of the Clipboard—the word "great", in this case—are pasted into the location you selected. You can add a space at the insertion point by typing one. See "Editing Text" in Chapter 3 for a summary of how to enter and edit text.

The contents stay on the Clipboard until you choose Cut or Copy again, so you can continue to paste them. You can paste within one document or between two documents created with the same application. The contents also stay on the Clipboard when you leave an application, so you can cut and paste between applications.

For example, you can draw a picture with MacPaint and use it to jazz up a report you create with MacWrite. Or borrow an especially eloquent passage from a MacWrite document and paste it into an overhead slide you're preparing with MacPaint.

Whether you're using an application or the Finder, you can usually view the contents of the Clipboard.

■ **Choose Show Clipboard from the Edit menu.**

The Clipboard window appears, with the word "great" in it.

The Clipboard window doesn't have to be open for you to paste its contents.

■ **Close the Clipboard window.**

Either choose Close from the File menu or click the close box. The Close command closes the active window, and close boxes appear only in an active window.

■ **Close the information window.**

Organizing Documents

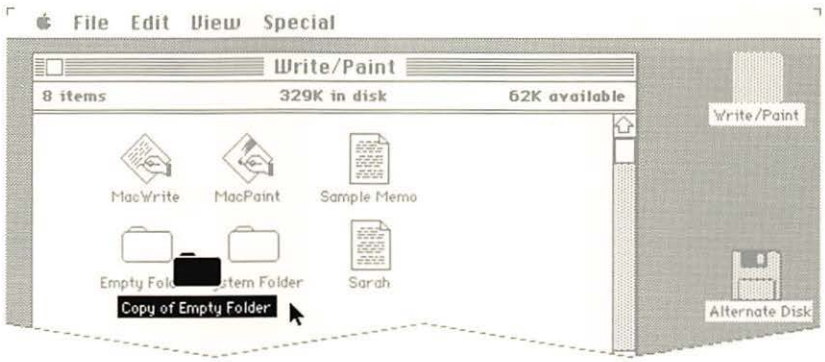
1 Using Folders

You've seen how the Finder helps you start an application and get a document, save it, and leave the application. It also helps you organize your documents—grouping them together with related documents, duplicating them, renaming them, or throwing them away.

You'll soon accumulate many documents on the application disk you've been using. At some point you might want to arrange your desktop so that related documents are grouped together. Macintosh **folders** work just like ordinary file folders to help you organize your documents. For instance, you could keep all your monthly status reports together in one folder. Or group all your MacPaint illustrations together or keep each one with the report it illustrates. Macintosh lets you organize your documents however you want them (or keep them scattered about your desktop if clutter makes it easier for you to think).

Information the Macintosh system needs is grouped in the System Folder. You have an endless supply of empty folders to organize your own work in. The Empty Folder icon in the application disk window can be duplicated whenever you need a new folder to put new documents in.

■ **Duplicate the Empty Folder by selecting its icon and choosing Duplicate from the File menu.**



Another folder appears, slightly below and to the right of the first. It's given the temporary name "Copy of Empty Folder."

Whenever you choose Duplicate from the File menu, the copy you make has the same name as the original, with the words "Copy of" added in front. (This is to prevent ever having more than one document or folder with the same name on the same disk.) It's usually a good idea to rename the copy.

The copied folder is automatically selected when you create it. Whenever an icon is selected, you can rename it just by typing. If you can't see the entire icon, you can make the window larger or move the icon.

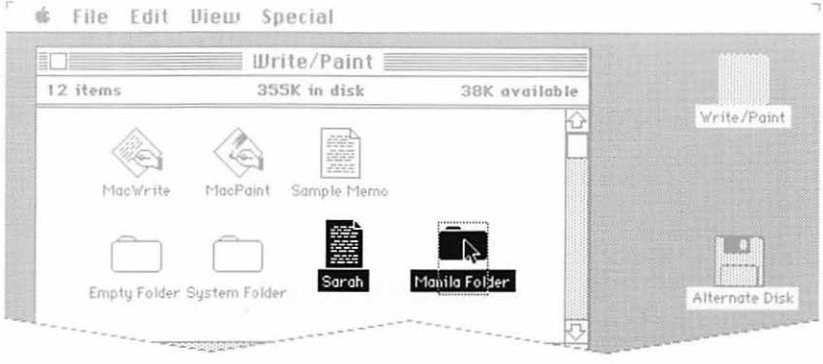
■ **Type:**

Manila Folder

Or type any name you want. "Copy of Empty Folder" is renamed "Manila Folder." Any time text is selected, text you type replaces the selected text.

You can also select, cut, and paste the title text, as you did when you edited the comments about the document you created. Usually, however, when you want to rename an icon, it's easiest just to select the icon and replace the old name by typing a new one.

■ **Drag the icon that represents the document you created so that it covers the Manila Folder icon.**



When you cover the folder icon with the document icon, the folder icon is highlighted. When you "drop" the document icon into the folder by releasing the mouse button, the folder icon is no longer highlighted.

■ **Select and open the Manila Folder icon.**

There's the icon that represents your masterpiece.

Dragging a document icon to a folder will file the document there. You can also drag an icon into an open folder window; the result is the same.

Documents and applications can be left on your desktop as well as placed in folders or on disks. You might want to leave the applications you use most often (or the documents you're working on for a presentation that day) on the desktop so you can get at them easily.

Any application or document you leave on the desktop is automatically put back on its disk if you eject the disk. When you insert that disk again, whatever you left on the desktop reappears there.

■ **Drag the icon that represents the application you were using out of the application disk window onto the gray desktop.**

Whenever you use this disk, this application will appear on the desktop where you left it. (Of course, you can also drag it back to the disk or leave it in the folder with your document.)

2 Selecting More Than One Icon

You can take most actions on several documents at once. For example, you can move several documents from one place to another, discard them in the Trash, or find out information about them. One of the ways to select more than one icon is by using the dragging technique.

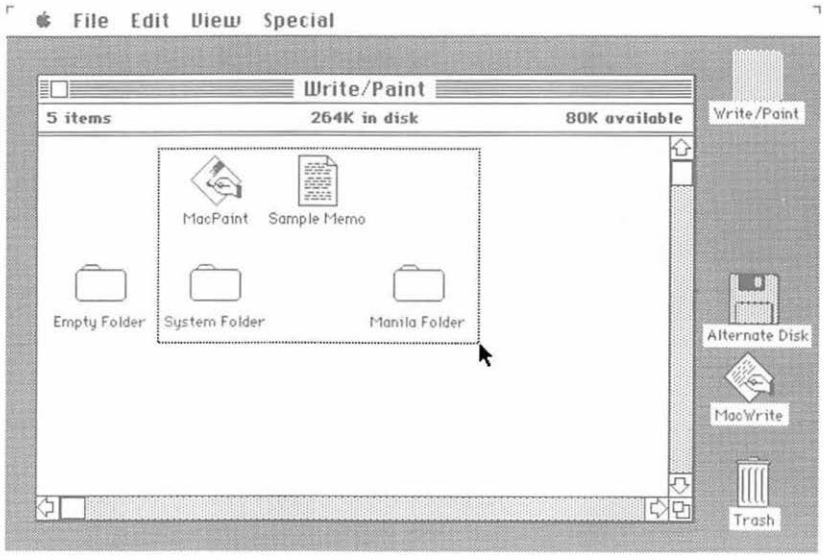
■ **Make the application disk window open and active if it's not already.**

If it's closed and you open it, it automatically becomes the active window. If it's open but not the active window, click anywhere inside it to make it active.

■ **Use the size box to make the window bigger so you'll have plenty of room.**

■ **Position the pointer outside one corner of a group of icons (any corner) and drag diagonally to the opposite corner of the group.**

Be sure you start dragging outside an icon. If you position the pointer on an icon, you select just that icon. As you drag, a dotted rectangle appears around the icons you're selecting. When you release the mouse button, the icons are selected. You can select any group of icons that can be enclosed in a rectangle.



All icons you outline are selected. Now you can drag the whole group.

■ **Position the pointer on any one of the icons and drag the whole group to another part of the window.**

Make sure the pointer is on one of the icons (it doesn't matter which one). They keep their arrangement and move in "formation." The icons stay selected until you click anywhere outside any of them.

You can also choose a command to act on a group of selected icons. For example, you can find out information about an entire group of selected documents.

- **Choose Get Info from the File menu.**

 An information window appears for each icon that's selected. As each new window appears on the desktop, it overlaps the window that appeared before it.

 You can move these information windows or make them active like any other windows on the desktop, but you can't change their size or scroll through them.

- **Close each information window in turn by choosing Close from the File menu or clicking its close box.**

 Each time you choose Close or click its close box, the active window closes. Or choose Close All from the File menu to close all information windows and the application disk window as well.

 There's another way to select more than one icon. Sometimes the icons you want to select aren't lined up in a way that you can drag a rectangle around them. If they're scattered about, you can select more than one by Shift-clicking.

- **If necessary, open the application disk window.**

- **Select any icon in it by clicking it.**

 If any icons are still selected, first click outside of any of them before you select one again.

- **Hold down the Shift key on the keyboard while you click a second icon.**

 The second icon can be any icon in the same window. You can even scroll to a different part of the window and Shift-click.

 You can continue to select more icons as long as you hold down the Shift key while you click.

 Any action you choose now will affect all the icons that are selected. You can choose a command for them or move them by dragging the whole group.

3 Changing Your View

You can use the Finder's View menu to look at your documents in whatever order you want.

■ **Choose By Name from the View menu.**

The contents of the active window are arranged alphabetically by name. You can also view them chronologically, by size, or by kind.

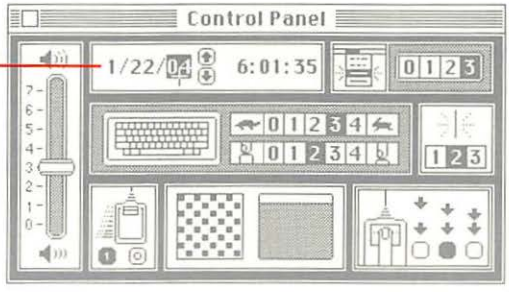
4 Using a Desk Accessory

Macintosh **desk accessories**—a Clock, a Calculator, and a Note Pad, for example—are always available on the Macintosh desktop, no matter what application you're using or whether you're using any application at all.

You choose desk accessories from the Apple menu on the left side of the menu bar.



■ **Choose Control Panel from the Apple menu.**



The Control Panel lets you change the volume of the speaker, alter the rate at which keys repeat, and even vary the pattern of your Macintosh desktop. You also use the Control Panel to set the clock.

Your Macintosh clock was originally set to January 1, 1904, and started ticking when the battery was inserted shortly after your Macintosh was built. Reset it now to the correct date and time.

- **Click the year "04."**

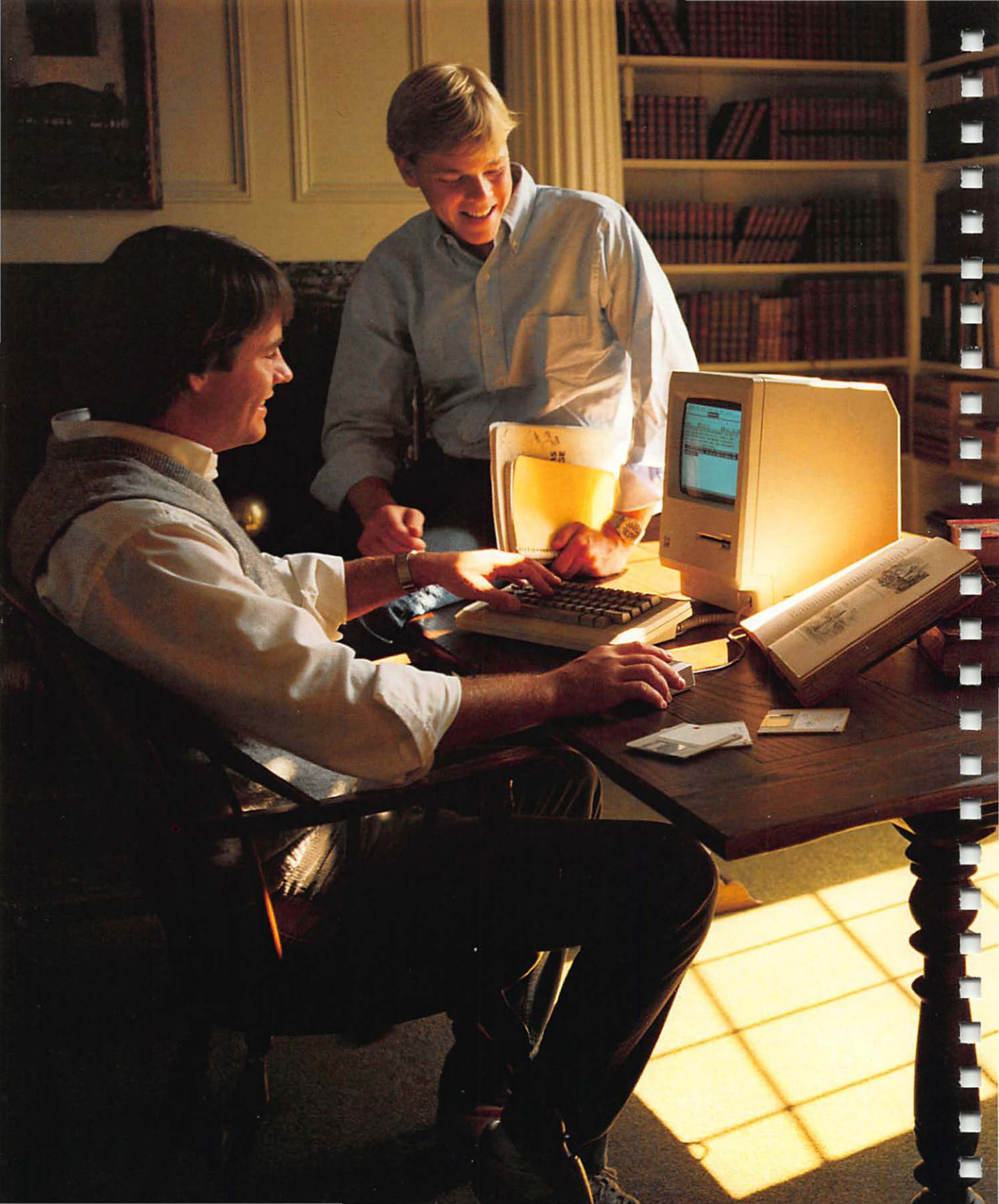
 (No, your Macintosh wasn't really built in 1904.)

- **Click the up arrow to advance the year; click anywhere else in the Control Panel to set. Set the month, day, hour, minute, and second in the same way.**

You can use the Cut, Copy, and Paste commands to move information from one of the accessories to any of the others or to any document you're working on. For example, today's date could be pasted into a short memo you're writing on the Note Pad, and the memo could in turn be copied and pasted into a MacPaint document. See "Desk Accessories" in Chapter 4 for a description of other accessories and instructions on how to change other settings in the Control Panel.

5 Starting Your Own Work

You probably have some work you want to use your Macintosh for. If you'd like to know a bit more about Macintosh before you start using an application, read Chapter 2. Then read the manual that came with the application you want to use. When you want some reminders or more information about using the Finder to organize your work, come back to Chapter 3 of this manual—"Using the Finder." Enjoy!





Chapter 2:

Finding Out More About Your Macintosh

Contents

45 **What Can You Do With Your Macintosh?**

47 **What Macintosh Is: Its Parts**

48 **Where Does Your Information Go?**

49 **Working With Your Macintosh**

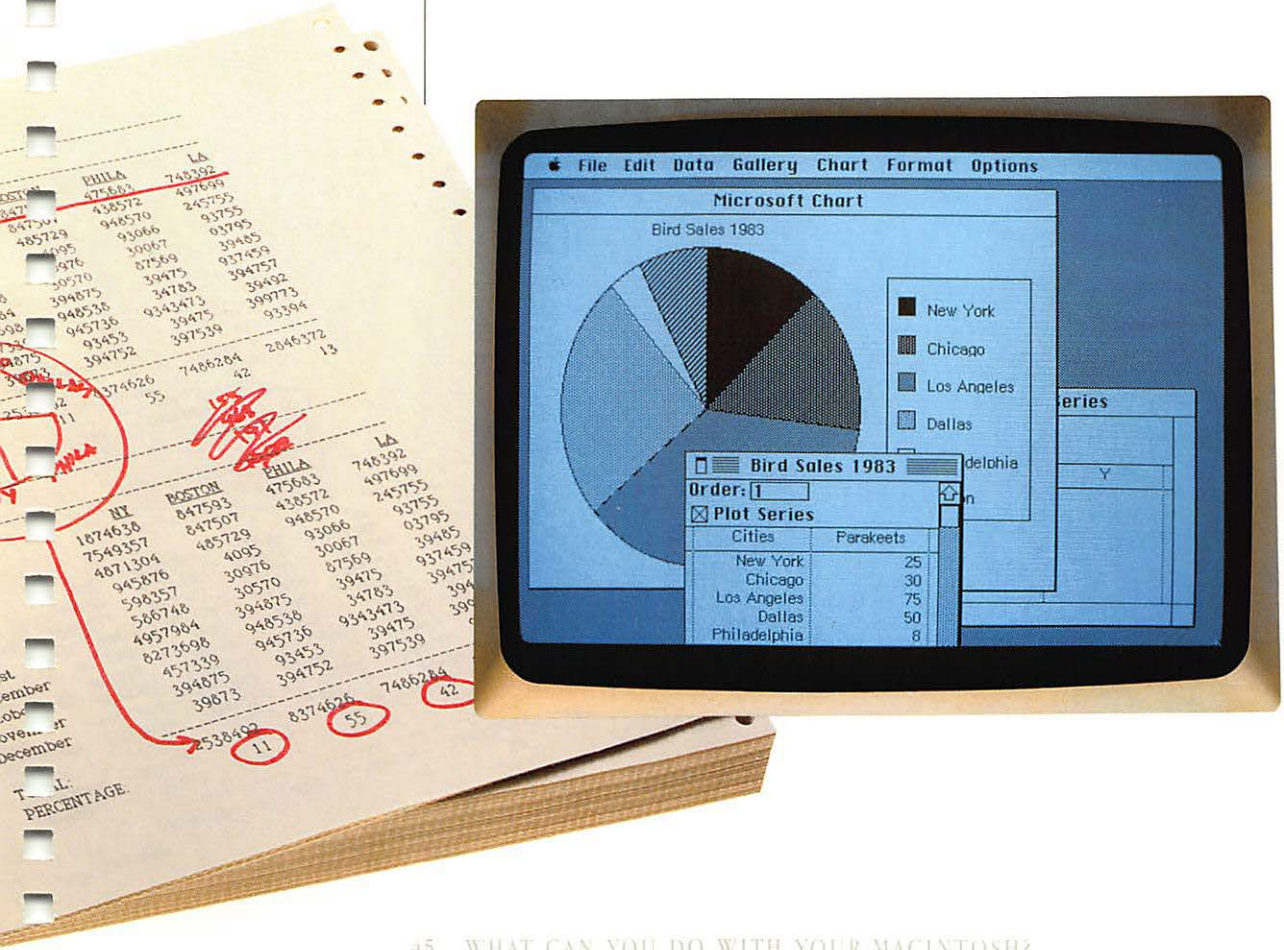


What Can You Do With Your Macintosh?

What can you do with your Macintosh? Your work! Your Macintosh can help you with almost all of it. You can prepare illustrations, draw charts and graphs, write and edit text, keep your files, and maybe even organize your life. You can also use your Macintosh just to have fun, doodling away or playing games. But you might just decide that working hard can be the most fun of all.

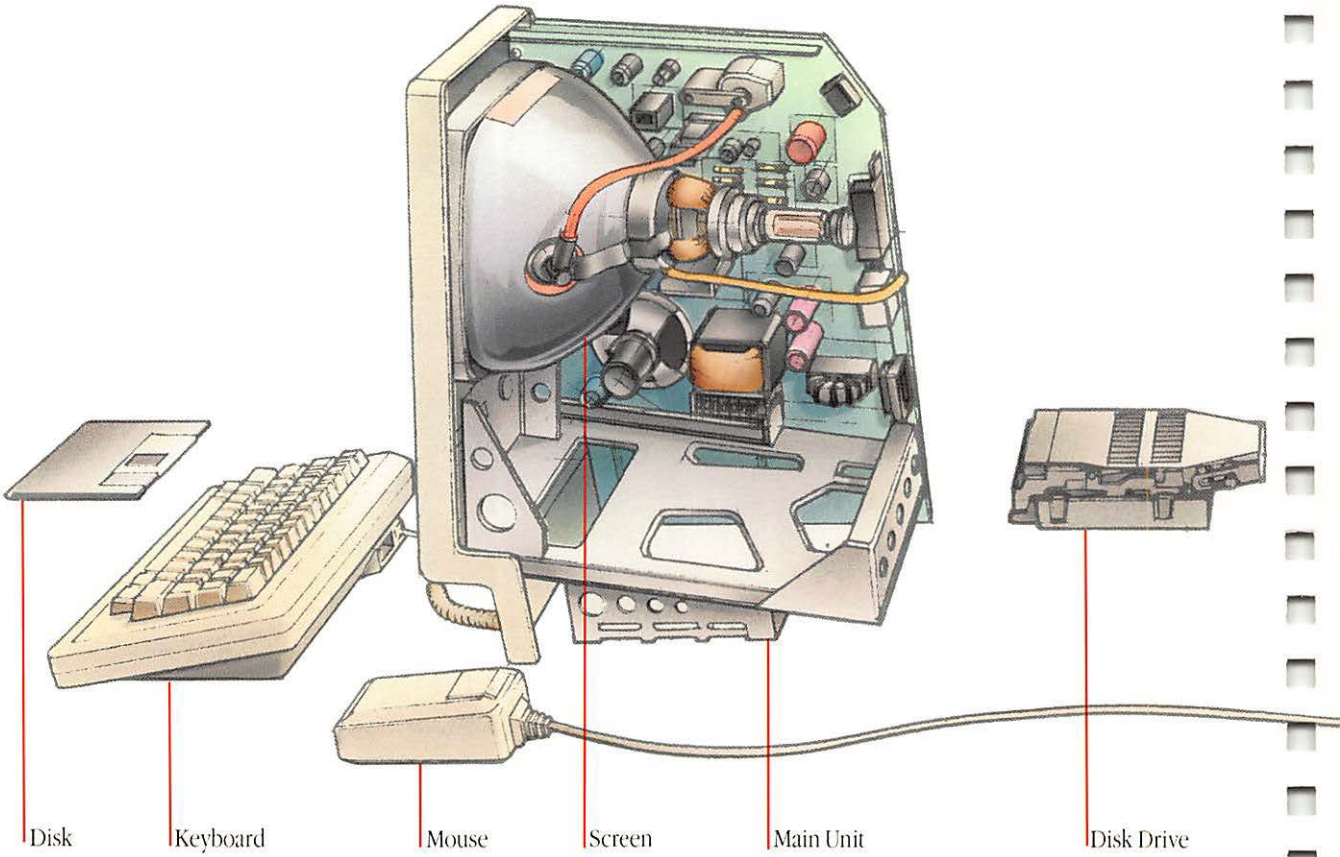
Macintosh removes a lot of the mystery about using computers. Every action you take has an effect you can see—so you're always in control of what happens. And you don't have to keep tedious details in your head, because Macintosh keeps track of them for you. You're free to think about what you want to do, rather than how to get the computer to do it.

The Macintosh stays out of the way of your work. Think of watching a good movie: You quickly become involved in the plot and don't think too much about the screen or the mechanics of making the movie. It's like that with Macintosh: Nothing intrudes on the work you're doing or the fun you're having.



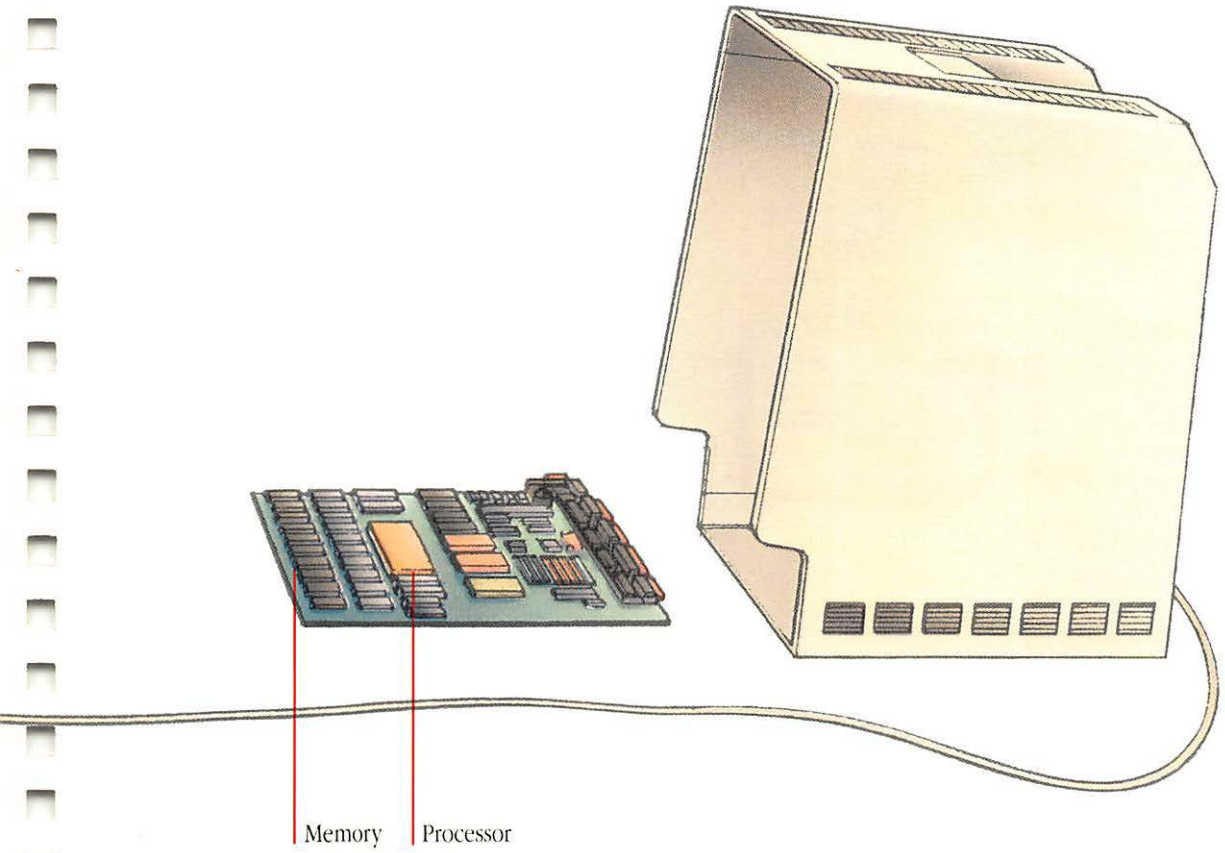
What Macintosh Is: Its Parts

The basic Apple Macintosh system includes the main unit, the keyboard, and the mouse. The **main unit** contains the processor, memory, the built-in disk drive, and the screen. The **processor** does the actual work of the computer. **Memory** is where the Macintosh stores the information you're currently using. The Macintosh can get this information from a **disk** in the **disk drive**. (The disk drive records and retrieves the information that's stored on the disks.) The Macintosh can also get information directly from you through the **keyboard** or the **mouse**. The **screen** is where you keep track of what you're doing. These parts of Macintosh that you can see and touch are called **hardware**.



One of the really exciting things about Macintosh is the **software**, or application programs you can use—like MacWrite for words or MacPaint for pictures. Depending on what you want to do, you choose an application that will help you do it.

See "Applications" in Chapter 5 for some of the applications you can use with your Macintosh.

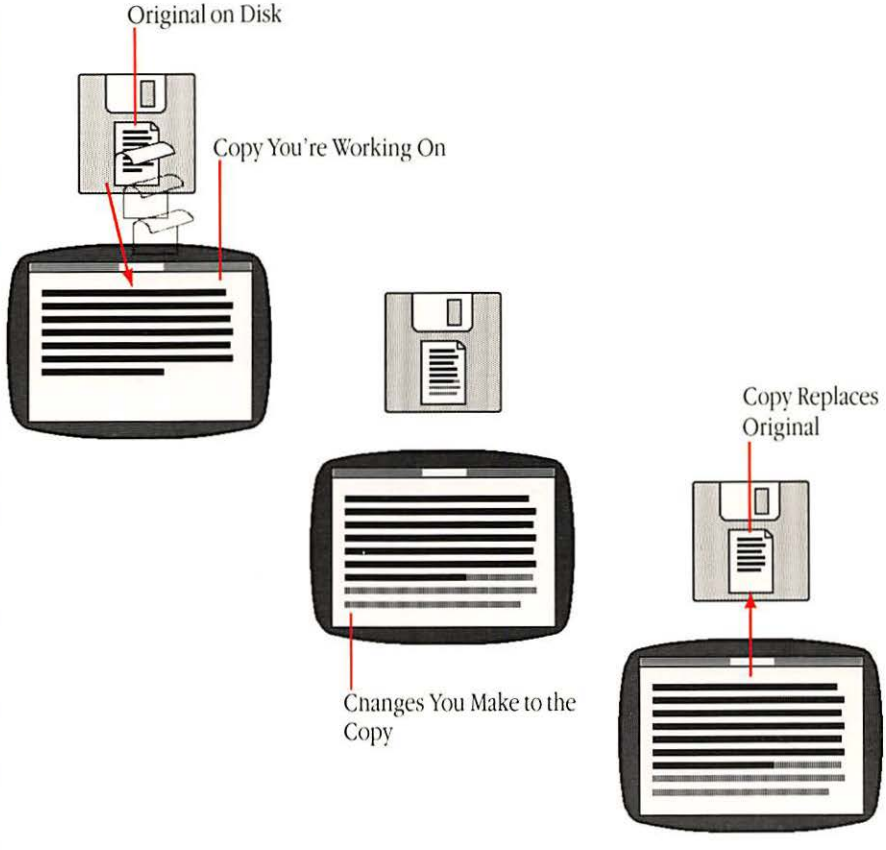


Where Does Your Information Go?

When you get an existing document so you can revise it (the perfect first draft has yet to be created), the Macintosh leaves the original on the disk and makes a copy for you to work on. When you're done working on the copy, you decide whether you want to keep the new version or not.

If you save the new version, it replaces the "original" on the disk. If you don't, nothing on the disk is changed at all. You always have the option of saving the new version with the original name, saving it with a different name, or not saving it at all. It's like having an original document and making photocopies of it to edit. When you're satisfied with the changes, you change the original.

The document in the Macintosh's memory—the version you're working on—is stored only temporarily. So if you accidentally trip over the power cord, or the electricity goes off, everything you're working on—whatever's in memory—vanishes forever. To count on your work being there when you need it, save it on a disk by choosing Save from the File menu every 15 minutes or so. That way you'll never lose more than a coffee break's worth of work.



Working With Your Macintosh

Working with Macintosh is very different from working with other computers. You use the mouse to point to things on the screen and to cause most of the action to happen. Usually, you use the keyboard only to type text and numbers.

Your everyday routine with the Macintosh will probably be something like this:

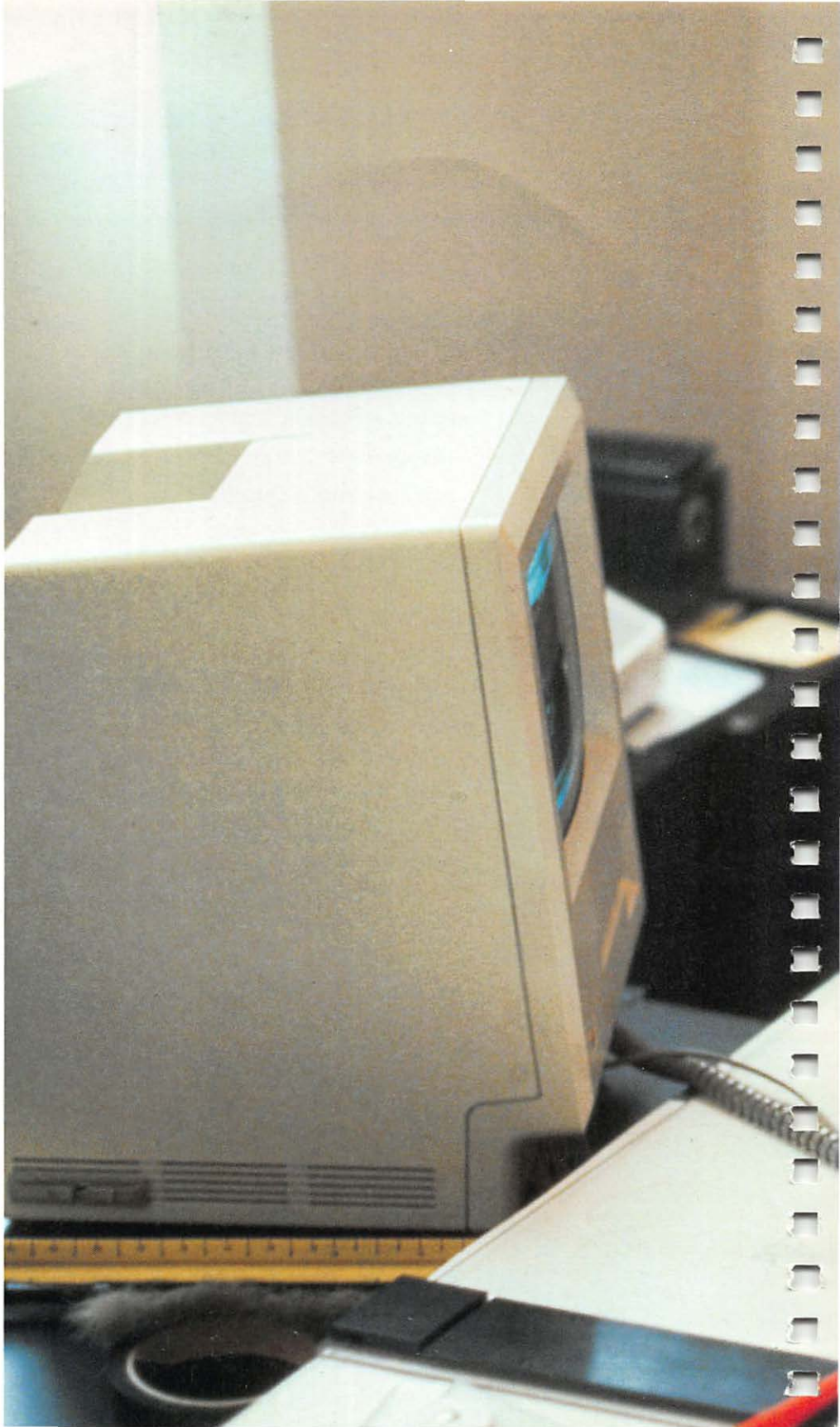
1. Switch the Macintosh on and insert a disk with the application you want to use and the documents you want to work on. (You can keep your Macintosh always switched on if you like; just turn down the brightness control whenever you finish working with it.)
2. Open the document you want to work on or open a brand new document by opening the application you want to use.
3. Use the mouse and the keyboard to create or change the document.
4. Save your work frequently by choosing Save from the File menu.
5. Use the Clipboard to move things from one document to another by choosing Cut and Paste from the Edit menu. Add pizzazz to sales reports with a picture from MacPaint, or drop the proposed budget into your department's monthly status report.
6. If you have an Apple Imagewriter printer and you want a printed copy of your document, choose Print from the File menu.
7. When you're finished working on a document, choose Save from the File menu to save your last changes, and then choose Quit from the File menu.
8. Anytime you switch the Macintosh off, the disk should be ejected.

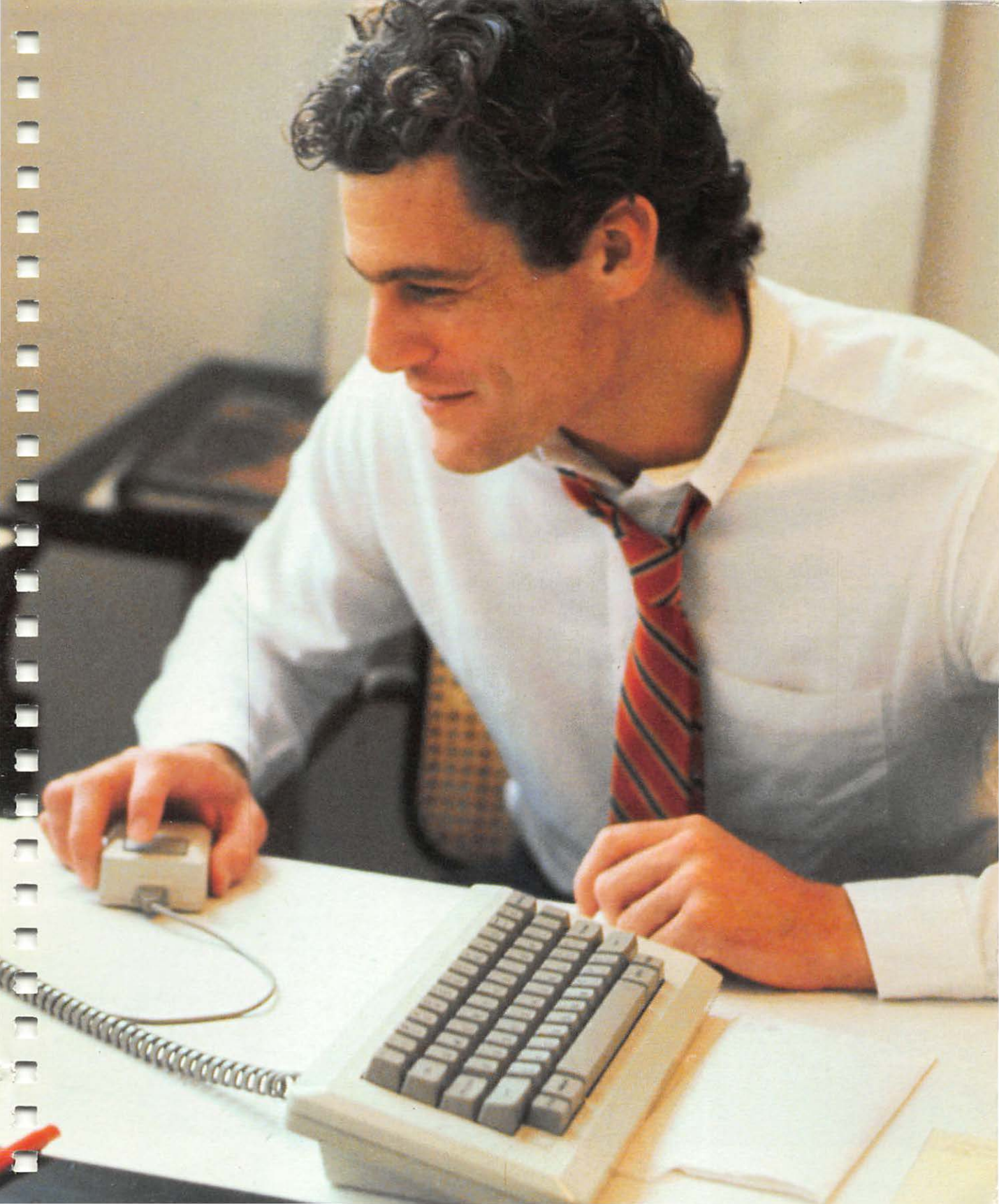
Since applications take a fair amount of room on a disk, it's a good idea to keep applications on one disk and documents on another. If you're using a system with one disk drive, start the Macintosh using the disk that has the application on it; then insert the disk that contains the document you're working on only when you want to open or save the document.

If you're using a system with two disk drives, insert the disk with the application on it in the internal drive, and switch to the external drive when you want to open or save the document.

Chapter 3:

Using Macintosh





Contents

53 Introduction
54 Summary of Mouse Techniques
56 Handling Windows
58 Scrolling
59 Selecting Icons
60 Editing Text

62 Managing Documents
64 Creating a New Document
65 Opening an Existing Document
66 Renaming
67 Copying a Document, Folder, or Application to the Same Disk
68 Copying a Document, Folder, or Application to a Different Disk
69 Moving a Document, Folder, or Application
70 Printing
72 Removing a Document, Folder, or Application
73 Recovering a Removed Document, Folder, or Application
74 Summary of Document Managing Within an Application

76 Managing Disks
78 Ejecting a Disk
79 Initializing New Disks
80 Creating a Startup Disk
81 Copying an Entire Disk

Introduction

This chapter summarizes the basic techniques you'll use whenever you work with your Macintosh. It also describes the steps to take when you want to use the Finder to manage your documents and disks. For example, it tells you how to move a document from one disk to another, how to copy a document or an entire disk, and how to remove documents (easy!).

Although you'll use the Finder to do most of your document managing, you can also do a subset of these tasks while you're using an application. This subset is summarized here; see each application's manual for more detailed descriptions.

You don't have to read this chapter in any particular order; each topic is independent of the others.



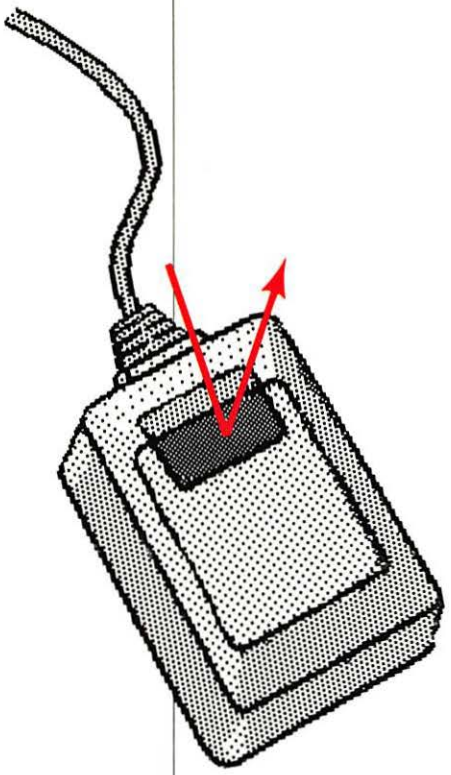
Summary of Mouse Techniques

You can do all your work on Macintosh (except type text and numbers) with five mouse techniques.

- ☐ **click**, to select or make active
- ☐ **press**, to cause a continuous action
- ☐ **drag**, to select or move
- ☐ **double-click**, to open icons quickly
- ☐ **Shift-click**, to extend a selection

To Click

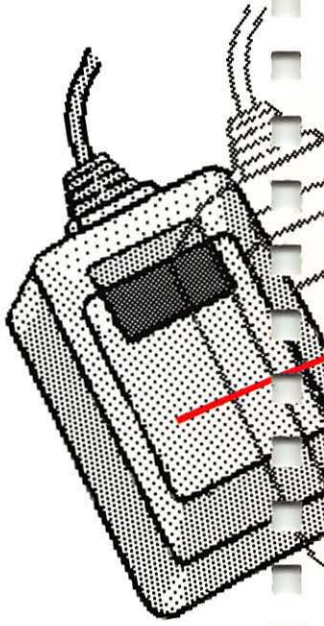
- Position the pointer on what you want to select or make active.
- Press and quickly release the mouse button.



To Press

- Position the pointer on a menu title, a scroll bar, or wherever you want the action to occur.
- Without moving the mouse, press and hold the mouse button.

As long as you hold down the mouse button, the effects of pressing continue. Pressing on scroll arrows results in continuous scrolling. Pressing on a menu title pulls down the menu and keeps it down until you release the mouse button.



To Drag

- Position the pointer on something.
- Press and hold down the mouse button, and move the mouse.
- Release the mouse button.

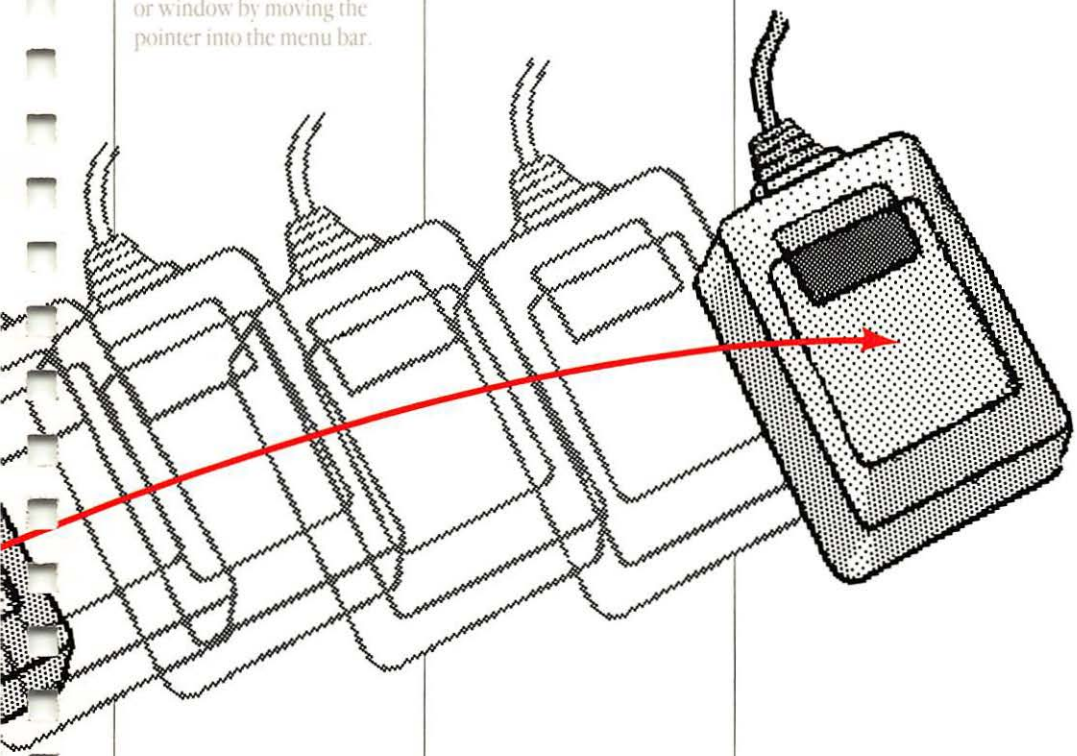
You can usually cancel a drag in progress by moving the pointer back where it started. Cancel a drag in a menu by moving the pointer off the menu. Cancel moving an icon or window by moving the pointer into the menu bar.

To Double-Click

- Position the pointer on something.
- Press and release the mouse button twice in quick succession.

To Shift-Click

- Select something by clicking.
- Hold down the Shift key while you continue to select by clicking.



Handling Windows

A window frames its contents. The contents may be a directory of a disk or folder, a desk accessory, or a document you create with an application.

A window always has a title bar and may have:

☐ scroll bars

☐ a close box

☐ a size box

Each application's manual tells you more about windows in that application.

To Move a Window

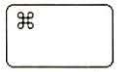
■ Position the pointer anywhere in the title bar of the window except the close box (if any).

■ Drag the window to a new location.

The window becomes the active window if it's not already.

To cancel the move, move the pointer into the menu bar. You can't drag a window off the desktop.

To move a window without activating it, hold down the Command key while you drag.

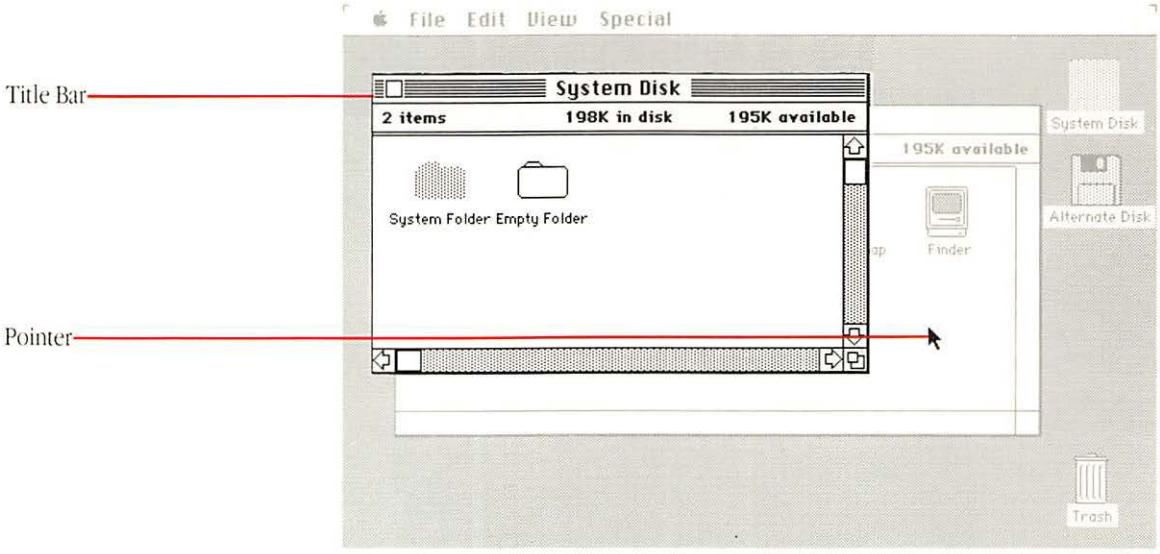


Command Key

To Activate a Window

■ Click anywhere in the window.

Activating a window brings it to the front, where it may overlap or completely cover other windows. To see covered windows, move the active window or make it smaller.



To Change a Window's Size

- Activate the window by clicking in it.
- Move the window so that the size box in the bottom right corner is visible.
- Drag the size box.

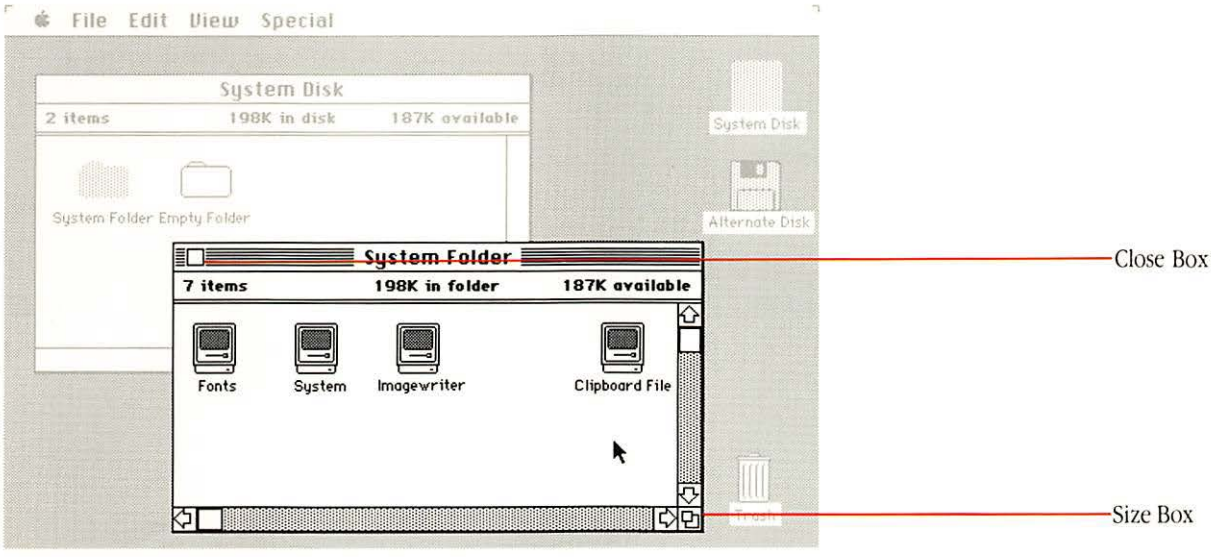
Dragging horizontally changes the width, dragging vertically changes the height, and dragging diagonally changes both. The new dimensions take effect only when you release the mouse button.

Some windows don't have a size box.

To Close a Window

- Activate the window by clicking anywhere inside it.
- Choose Close from the File menu, or click the close box on the left in the title bar.

Some windows don't have a close box.



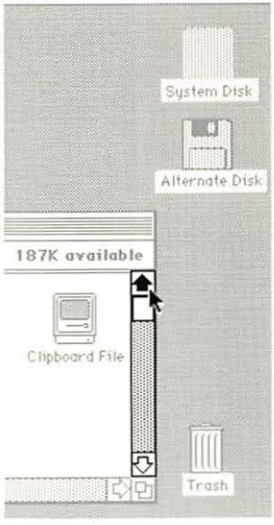
Scrolling

Scroll bars let you see more of a directory or document's contents.

To Scroll Line-by-Line

- Click the arrow that points in the direction of what you want to see.

You can scroll continuously line-by-line by pressing the scroll arrow.



To Scroll by the Windowful

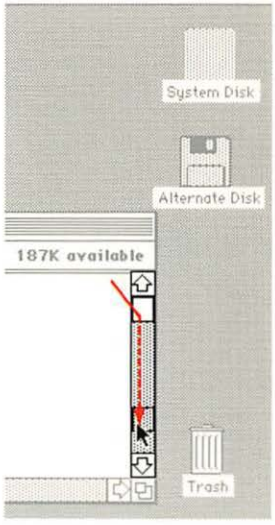
- Click in the gray area of the scroll bar.

You can scroll continuously by the windowful by pressing in the gray area of the scroll bar.

To Scroll Quickly to Any Part of a Directory or Document

- Drag the scroll box to a place in the scroll bar that represents the approximate position that you want to see.

The scroll bar represents the length of the directory or document; for example, if you want to go to about the middle of a directory or document, drag the scroll box to the middle of the scroll bar.



Selecting Icons

In the Finder, you select by clicking or dragging.

See each application's manual for how to select information in that application. See "Editing Text" in this chapter for more about how to select text in the Finder.

To Select an Icon

- Click anywhere on it.

Clicking its title will also select the icon.

Holding the Shift key down while you click a selected icon unselects it.

To Select More Than One Icon

When they're grouped together:

- Position the pointer outside one corner of a group of icons.
- Drag to the opposite corner.

When they aren't grouped together:

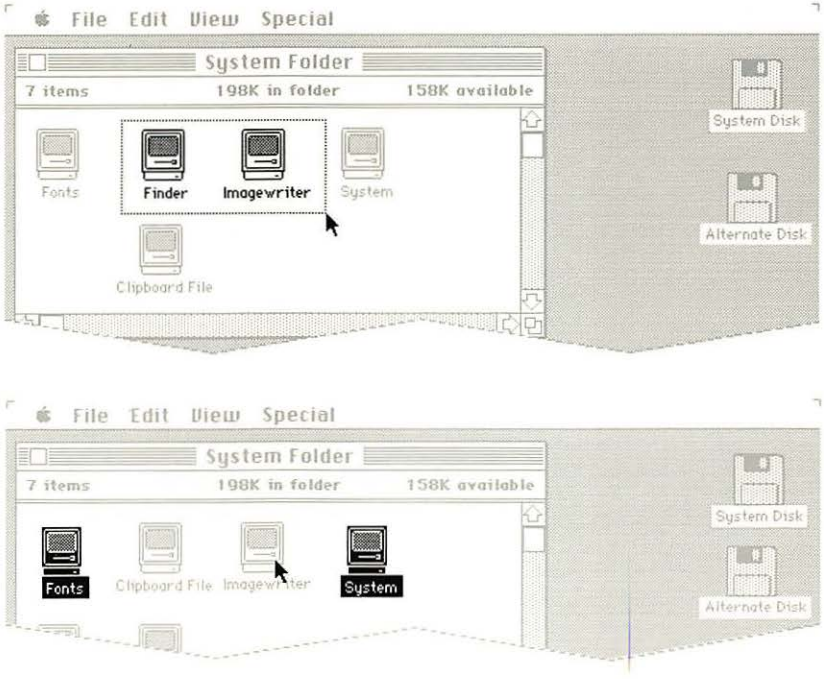
- Select one icon by clicking.
- Hold down the Shift key while you continue to select icons by clicking or dragging.

You can select more than one icon only when they are in the same window or they are all on the desktop.

To Select Text in Icon Titles

- Drag across the text (diagonally if there's more than one line) to the end of the text you want to select.

Select an entire word quickly by double-clicking it.



Editing Text

In the Finder, you can enter and edit:

- ☐ the names of disks, documents, folders, and applications
- ☐ text in desk accessories such as the Note Pad and Key Caps
- ☐ text in the comment box of information windows (which you open by choosing Get Info from the File menu)

See each application's manual for more on how to enter and edit text in that application.

To Insert Text

- Click to select the insertion point.
- Type to add text at the insertion point.

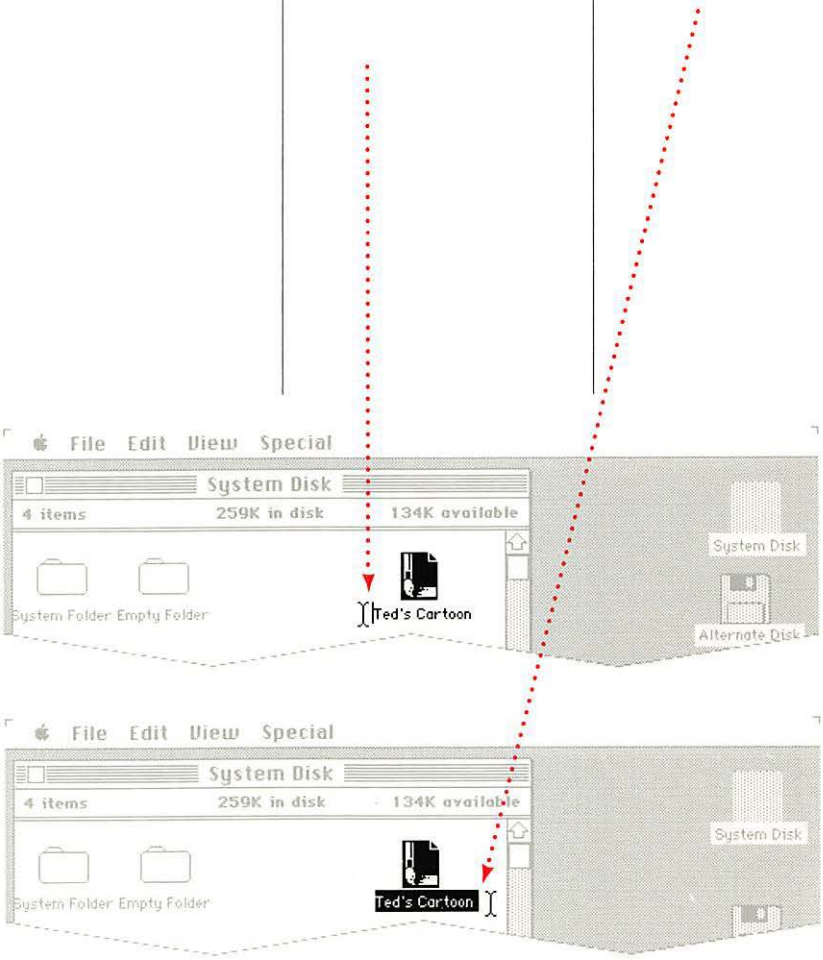
When there's no existing text (sometimes in dialog boxes, for example), the insertion point may already be selected.

To Select Text

- Drag across the text (diagonally if there's more than one line) to the end of the text you want to select.

OR

- Double-click a word to select it quickly.



To Move Text

- Select by dragging across the text.
- Choose Cut from the Edit menu.
- Select the insertion point by clicking where you want the text to go.
- Choose Paste from the Edit menu.

To Copy Text

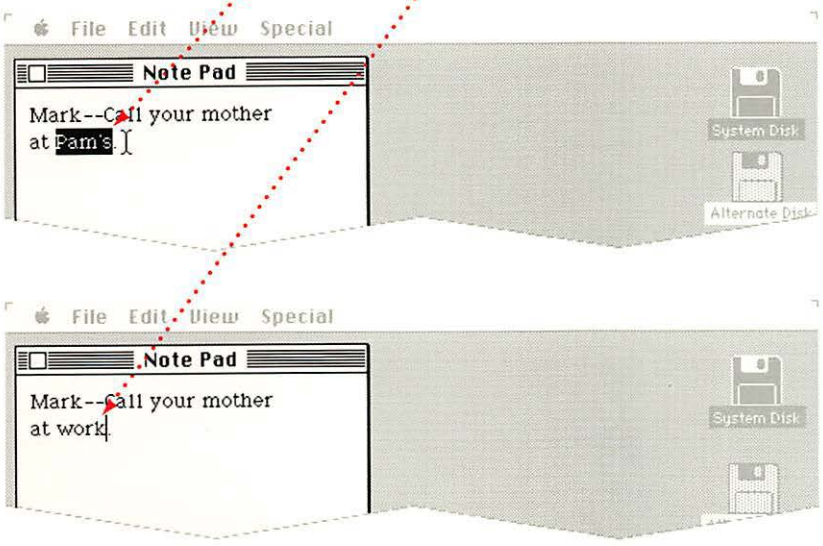
- Select the text by dragging across it.
- Choose Copy from the Edit menu.
- Select the insertion point by clicking where you want the copied text to go.
- Choose Paste from the Edit menu.

To Replace Text

- Select the text by dragging across it.
- Type what you want to replace the text with, or choose Paste from the Edit menu to replace with what was last cut or copied.

To Remove Text

- Select the text by dragging across it.
- Press the Backspace key or choose Cut from the Edit menu.



GENERAL SPROCKET

4th Quarter Summary

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brisk pulley and

GENERAL SPROCKET

4th Quarter Summary

to inc

ACME Detective A
PO Box 2554 Alto

Dear Sid:

Just got back from th
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an interesting came
shop, though--sho
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and use the sk
typing feature
and change it,
text anywhere

Go ahead and
style command
fonts to choo

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PRODUCT TESTING - This is the biggest of our potentia

The testing that will be required falls into the foll
catagories:

Boundary (Range/Limit) testing - Accomplished thro
defined testing organization.

Error Testing - Accomplished through a yet to be c
organization.

User Acceptance Testing - Alpha and beta testing
time permits will give a couple of degrees of
confidence.

FORECASTING -

MEMORANDUM

DATE: 12 January, 1984

m- David Allison

Résumé

ROTCH WALTHROP

Experience:

9/75-Present
Product Manager
General Sprocket
Responsible for all 2'-4' aluminum sprocket and flange product lines. Developed marketing and advertising plans for multi-product worm gear family.

6/71-9/75
Marketing

Clement

Marketing Budget -1984

	Feb	Mar	April
Exempt Sa	15750	15750	15750
Nonexempt	9700	9700	9700
Payro			
Furn			
Off			
Pr			
O			

Date: July 16, 1984
To: Robert
From: Elizabeth

Re: Finance Meeting Agenda

Here are my comments on your proposed agenda for the group meeting next week.

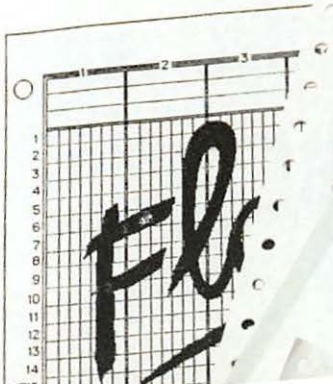
1. Moving: Discussing the moving date seems premat because there are so many unknowns. Let's wait awh

2. Manufacturing Presentation: I'm concerned about John giving the technical presentation. I really think Fr

Sarah Walthrop

A frog's eyes are its most valua
attached to the eyeball can
sockets, pressing the
prey or oth

— 4 —

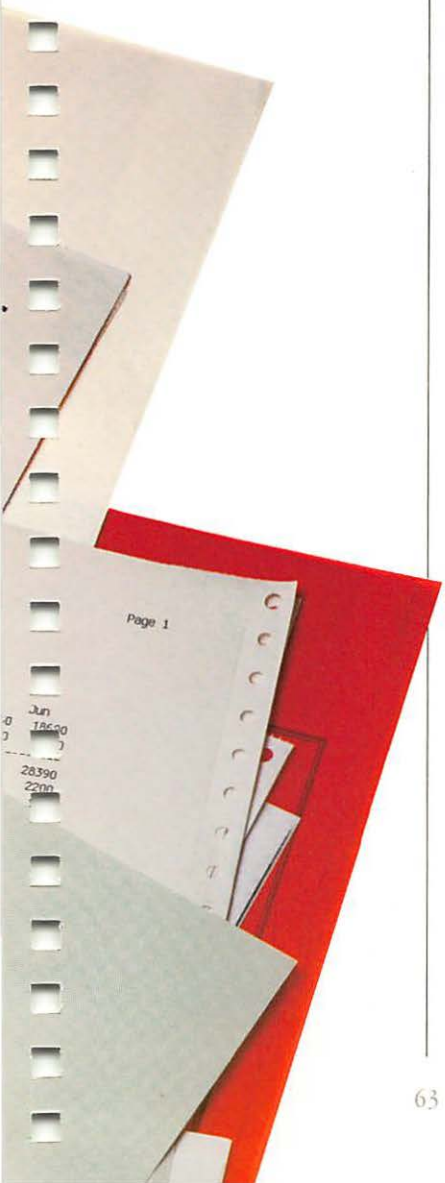


Managing Documents

Most Finder "housekeeping" tasks—like copying, moving, and removing a document, folder, or application—happen only when you can see and point to an icon.

Using the Finder, you open the window that contains what you want to take the action on, choose By Icon from the View menu if necessary, and scroll until the icon is visible. Use the other commands in the View menu for specialized tasks like finding your oldest documents or the documents that are taking the most space.

Most of the actions you take on documents apply to applications, folders, and sometimes disks as well. For example, you rename folders, disks, or applications the same way you rename documents.



Creating a New Document

You create a new document by opening the application you want to use. You can open an application whenever its icon is visible.

When you're using an application, you can create more documents by choosing New from the File menu. See "Summary of Document Managing Within an Application" in this chapter.

Select the icon that represents the application you want to use.

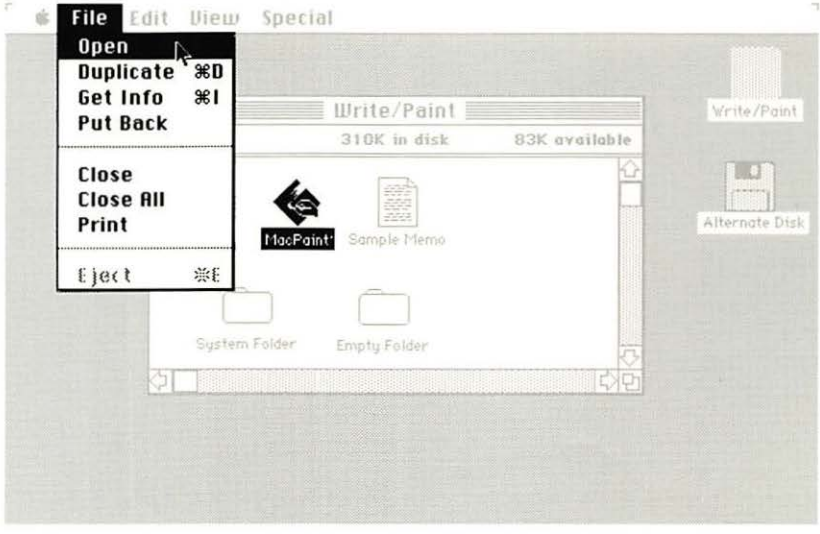
If necessary, insert the disk that contains that application, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

You can also select the application in a non-pictorial directory window by clicking it.

Choose Open from the File menu.

The appropriate application starts, and a new, untitled document appears; you'll name it the first time you save it.

You can also double-click the icon (or title in a non-pictorial directory window) to open it.



Opening an Existing Document

You open an existing document from the Finder by opening the icon that represents the document you want to work on. The application you'll use with that document starts automatically.

You can also open an existing document while working in an application. See "Summary of Document Managing Within an Application" in this chapter.

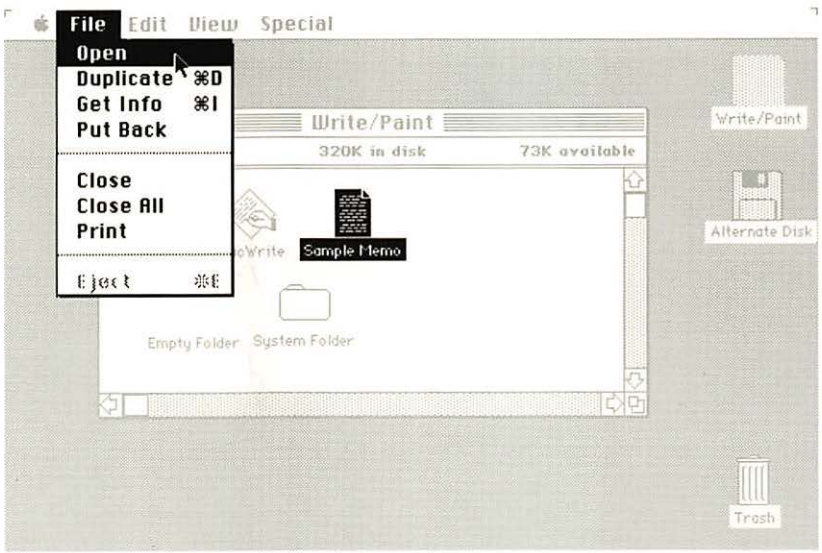
Select the icon that represents the document you want to work on.

If necessary, insert the disk or disks that contain that document and the application you used to create it, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

You can also select the document in a non-pictorial directory window by clicking it.

Choose Open from the File menu.

You can also double-click the icon (or title in a non-pictorial directory window) to open it.



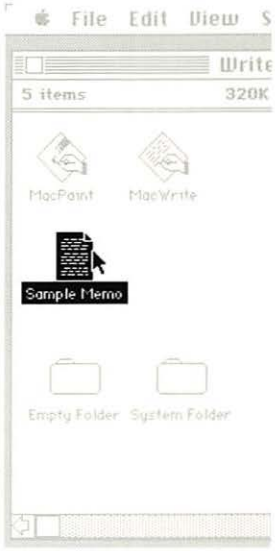
Renaming

You can rename a document, folder, application, or disk whenever its icon is visible.

Select the icon that represents what you want to rename.

If necessary, insert the disk that contains what you want to rename, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

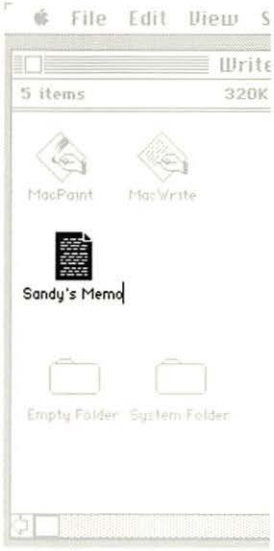
The icon and its title are selected.



Type the new title.

Use names that will help you identify the contents—the more specific the name, the better. Document names can be up to 63 characters long (though a name that long would be a little unwieldy when you drag its icon around), and disk names can be up to 27 characters. You can use any character you can type on the keyboard, except colons (:).

Typing always replaces any text selection. The selected text (the old title) is replaced by the new text you type.



Or use the Edit menu to edit the text.

See "Editing Text" in this chapter.

Write the name of the disk on the disk label. That way, when the Macintosh asks you to insert a disk, you'll know which one it needs. Also, write the names of the disk's documents on its label.

Copying a Document, Folder, or Application to the Same Disk

You can use the Finder to copy a document, folder, or application whenever its icon is visible. You might do this to make a backup copy. (See also "Copying an Entire Disk" in this chapter.) Or you might want to make a copy of a document to work on without altering the original. For example, you might do this to create forms, letterheads, or templates.

To make a copy of a document while using an application, see "Summary of Document Managing Within an Application" in this chapter.

The Empty Folder icon represents an endless supply of folders. Duplicate it whenever you need a new folder.

Select the icon that represents the document, folder, or application you want to copy.

If necessary, insert the disk or disks that contain what you want to copy, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

You can use the dragging or Shift-clicking technique to select more than one icon to duplicate. See "Selecting Icons" in this chapter.

Choose Duplicate from the File menu.

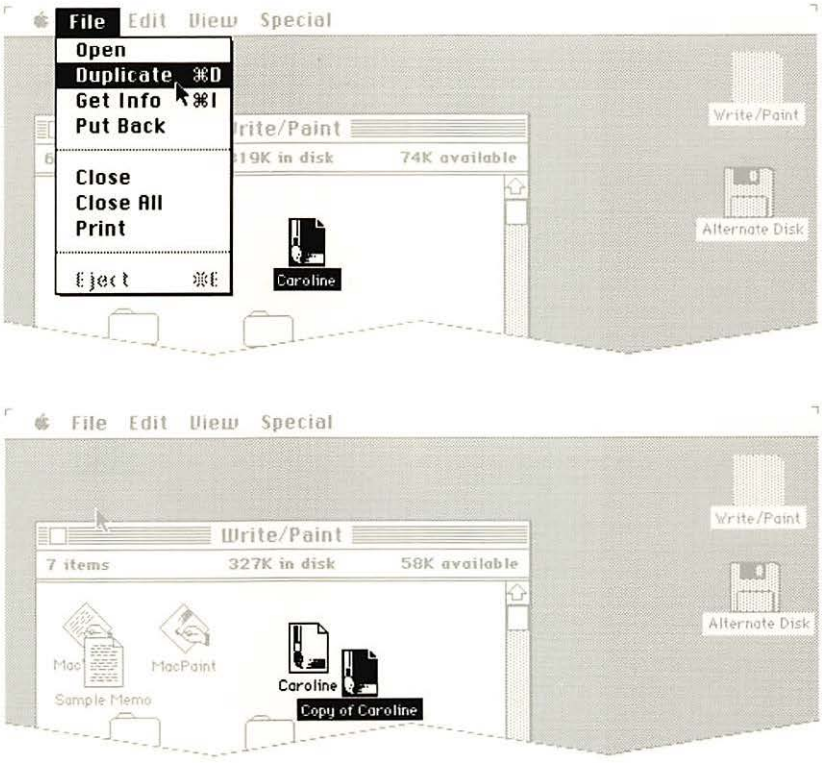
A new icon appears, below and to the right of the first. The duplicate icon has the same name as the original, preceded by the words "Copy of."

You can drag the duplicate copy to any folder or disk icon or window.

The destination disk or folder can be arranged either by icon or in any other arrangement.

Rename the duplicate.

See "Renaming" in this chapter.



Copying a Document, Folder, or Application to a Different Disk

You can copy a document, folder, or application to a different disk whenever its icon is visible.

Select the icon that represents the document, folder, or application you want to copy.

If necessary, insert the disk or disks that contain what you want to move, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

You can use the dragging or Shift-clicking technique to select more than one icon to copy. See "Selecting Icons" in this chapter.

Drag the icon to where you want to copy it.

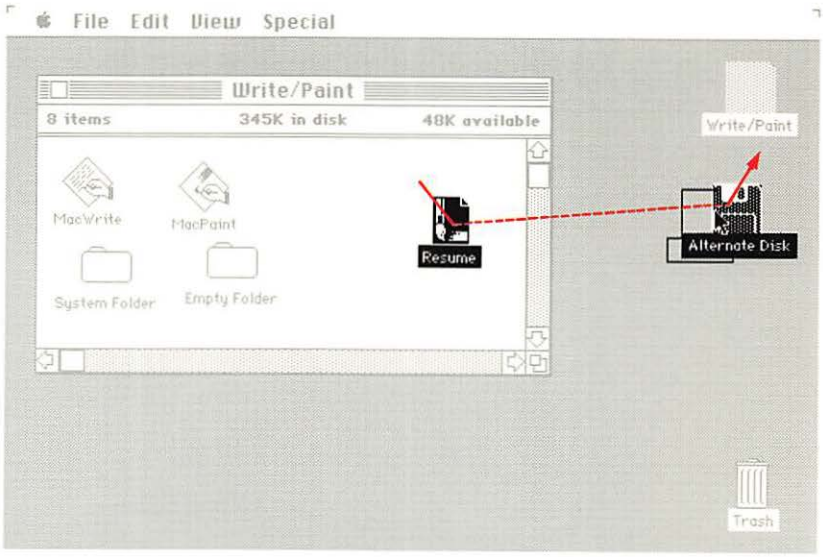
You can drag it either to a folder or disk directory window, or to an icon that represents the folder or disk you want it to be in.

If the disk's icon isn't present (because it hasn't yet been inserted during this session), drag it to the Alternate Disk.

The destination disk or folder can be arranged either by icon or any other arrangement.

If the destination disk already contains an item with the same name, you'll be asked to confirm that you want to replace the current contents with what you're copying.

What you copied appears in the window you dragged to. (If you dragged to a disk or folder icon, what you copied will appear in the directory window when you open the icon.)



Moving a Document, Folder, or Application

You can move a document, folder, or application whenever its icon is visible.

Select the icon that represents the document, folder, or application you want to move.

If necessary, insert the disk or disks that contain what you want to move, open the disk icon, choose By Icon from the View menu, and scroll until the icon is visible.

You can use the dragging or Shift-clicking technique to select more than one icon to move. See "Selecting Icons" in this chapter.

Drag the icon to where you want to move it.

You can drag it either to a folder or disk directory window, or to an icon that represents the folder or disk you want it to be in.

If the disk's icon isn't present (because it hasn't yet been inserted during this session), drag it to the Alternate Disk.

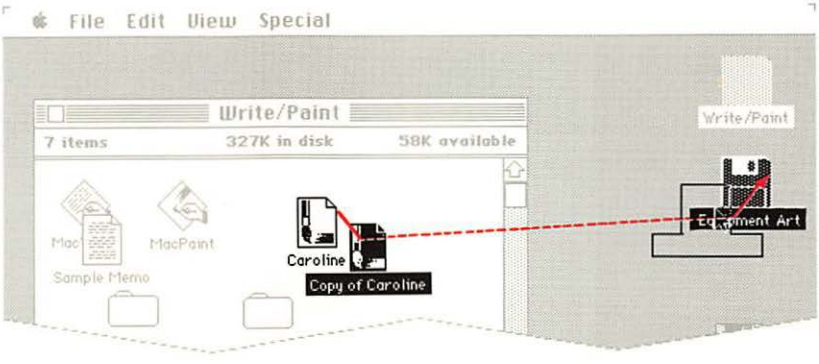
The destination disk or folder can be arranged either by icon or any other arrangement.

If the destination disk already contains an item with the same name, you'll be asked to confirm that you want to replace the current contents with what you're moving.

What you moved appears in the window you dragged to. (If you dragged to a disk or folder icon, what you moved will appear in the directory window when you open the icon.)

Drag the original icon or icons to the Trash icon or the Trash window.

Whenever you drag from one disk to another, a copy of what you move is left behind for safety; remove this original if you want to reclaim space on that disk.



Printing

In the Finder you can print a document, a group of documents, the contents of the entire screen, the contents of the active window, or a directory. You can also create a MacPaint document from the contents of the screen for later printing. You can print a document whenever its icon is visible and a disk that contains its application is currently inserted.

To print a document while using an application, see "Summary of Document Managing Within an Application" in this chapter.

Before printing, make sure that the printer is ready, the select light is on, and the paper is at the top of a form.

To Print a Document

- Select the icon that represents the document you want to print.

If necessary, insert the disk or disks that contain that document and the application you used to create it, open the disk icon, choose By Icon from the View menu, and scroll until the document icon is visible.

- Choose Print from the File menu.

To Print a Group of Documents

- Select the icons that represent the documents you want to print.

- Use the dragging or Shift-clicking technique to select more than one icon. You can scroll between Shift-clicks if necessary. See "Selecting Icons" in this chapter.

If necessary, insert the disk or disks that contain those documents and the application or applications you used to create them, choose By Icon from the View menu, and scroll until the document icons are visible.

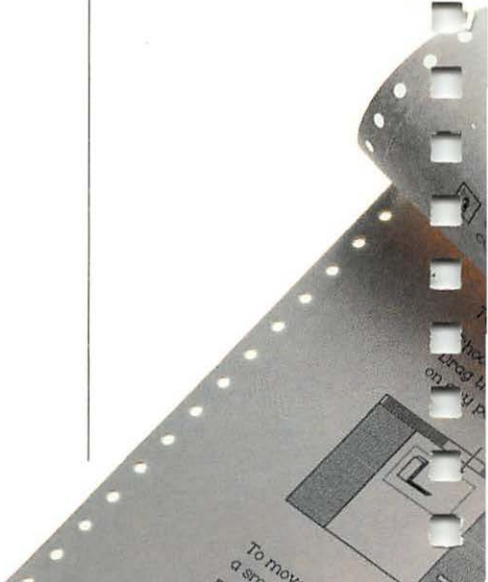
- Choose Print from the File menu.

To Create a MacPaint Document With the Current Contents of the Screen

- Hold down both the Command and Shift keys while you type the number 3.

If you're also pressing the mouse button, the action will start when you release the button.

You can take up to 10 "snapshots" from the time you start up the system. Each snapshot you take will be named sequentially from Screen 0 to Screen 9. A beep means the snapshot wasn't successful; perhaps the disk is full, or there are already snapshots with those numbers on that disk. You can open and make changes to these documents as you do to any existing document. See "Opening an Existing Document" in this chapter.



To Print the Entire Screen

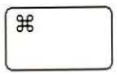
- With Caps Lock down, hold down both the Command and Shift keys while you type the number 4.

If you're also pressing the mouse button, the action will start when you release the button.

To Print the Active Window

- Hold down both the Command and Shift keys while you type the number 4.

If you're also pressing the mouse button, the action will start when you release the mouse button.



Command Key



Removing a Document, Folder, or Application

You can discard a document, folder, or application whenever its icon is visible. The Trash can be visible either as an icon or opened into a window.

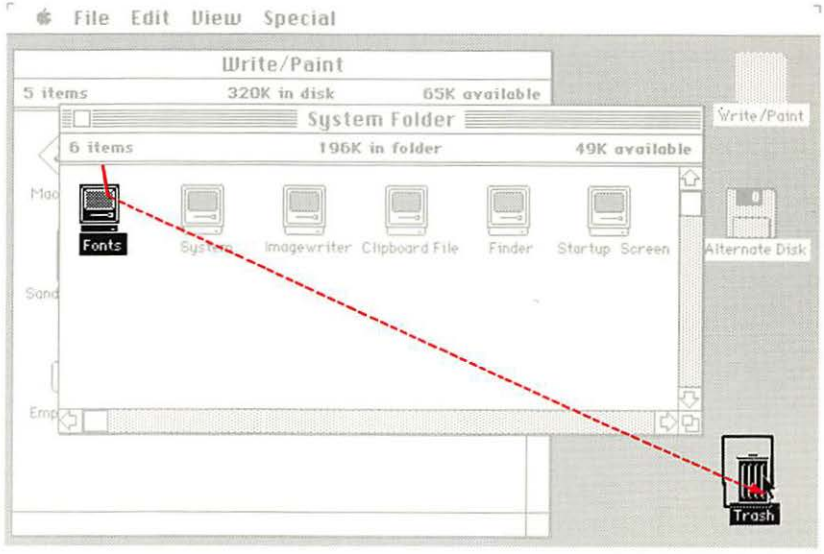
Drag the icon or icons that represent what you want to remove to the Trash icon or window.

If necessary, open the window that contains what you want to remove, choose By Icon from the View menu, and scroll until the icon or icons are visible.

You can use the dragging or Shift-clicking technique to select more than one icon to discard. Discard an entire disk by selecting all icons in the disk directory window. See "Selecting Icons" in this chapter.

What you discard can usually be recovered until you start an application or eject the disk. See "Recovering a Removed Document, Folder, or Application."

When the items are actually being removed, a dialog box will appear, informing you that the Finder is deleting what you discarded. This happens when you eject the disk, open a document or application, or "take out the garbage" by choosing Empty Trash from the Special menu.



Recovering a Removed Document, Folder, or Application

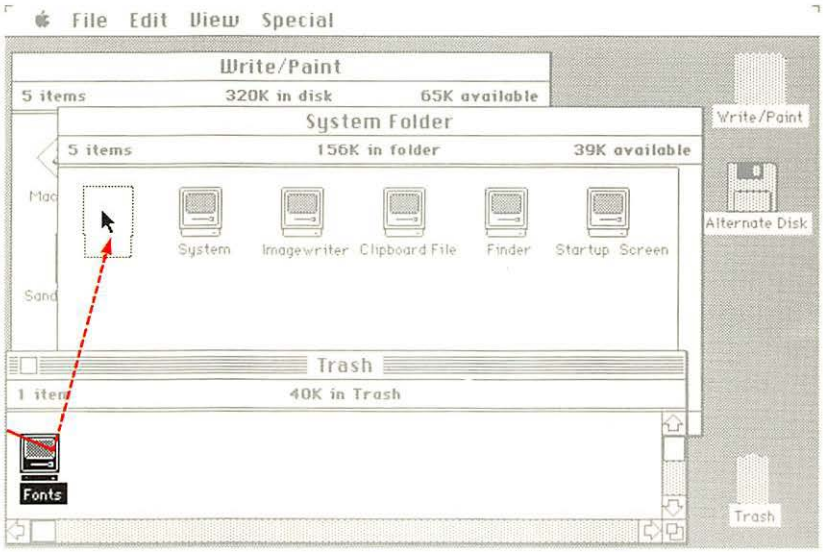
Any document, folder, or application you discard can usually be recovered until you eject the disk or open an application or document. You can recover a removed document, folder, or application if its icon is visible in the Trash window.

Select the icon in the Trash window that represents the document, folder, or application you want to recover.

If necessary, open the Trash window, choose By Icon from the View menu, and scroll until the icon is visible.

You can use the dragging or Shift-clicking technique to select more than one icon to recover. See "Selecting Icons" in this chapter.

Drag the icon that represents what you want to recover out of the Trash window onto the desktop or into another window.



Summary of Document Managing Within an Application

See each application's manual for detailed information about these tasks.

To Create a New Document

- Choose Close from the File menu to close the current document.
- Choose New from the application's File menu.

A new document appears; you'll name it the first time you save it.

To Open an Existing Document

- Choose Close from the File menu to close the current document.
- Choose Open from the File menu.

A dialog box appears.

- If the document is on a different disk, click the Eject button and insert the second disk; if you have two disk drives, insert the disk in the other drive and click Drive.
- Select the document you want to work on by clicking its name in the list of documents that appear.
- Click the Open button.

To Name an Untitled Document

- Choose Save from the application's File menu.
- Type a name for the document.

You can use any character or symbol on the keyboard except a colon. You can use uppercase or lowercase letters and put spaces between words. Names can be any length up to 63 characters, but long names can become unwieldy. It's usually best to limit them to the space you have to type them in.

- Click the Save button.

You'll get a message if the disk is full. Eject and save on a different disk.

To Save a Document

A document is stored only temporarily until you save it on a disk.

▫ Choose Save from the application's File menu.

For routine, periodic saving of your document, always choose Save rather than Save As. The Save command saves a document only with its original name on the same disk. Choose Save As only when you want to make a copy of the document with a different name, or copy it to a different disk.

To Save a Copy of a Document

When you give a document a different name while you're using an application, you're actually creating another document in which to save your most recent changes. This lets you keep more than one version of the document.

▫ Choose Save As from the File menu.

▫ Type a name for the new version.

Whatever you type replaces the current name.

▫ Click the Save button.

This saved version includes the changes you made to the document since the last time you saved it. Choosing Save will now save the document with the new name you gave it.

To Save a Document on a Different Disk

▫ Choose Save As from the File menu.

▫ Click the Eject button to eject the current disk; insert the disk you want to save the document on.

▫ Or click Drive if you have two disk drives and the disk you want to save on is in the other drive.

▫ Type a new name for the document if you want; otherwise it will be saved with the same name.

You can use any character or symbol on the keyboard except a colon. You can use uppercase or lowercase letters and put spaces between words. Names can be any length up to 63 characters, but long names can become unwieldy. It's usually best to limit them to the space you have to type them in.

It's usually easier to keep track of documents if you give each version a unique name.

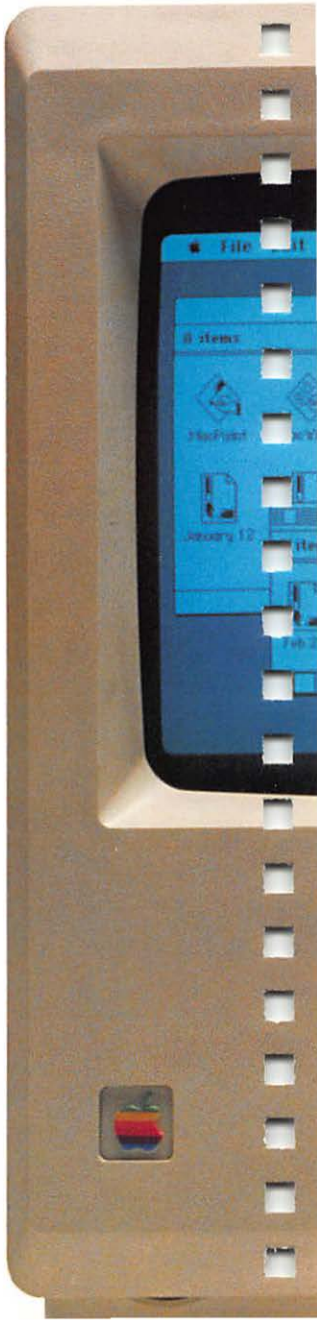
▫ Click the Save button.

To Print a Document

▫ Choose Print from the File menu.

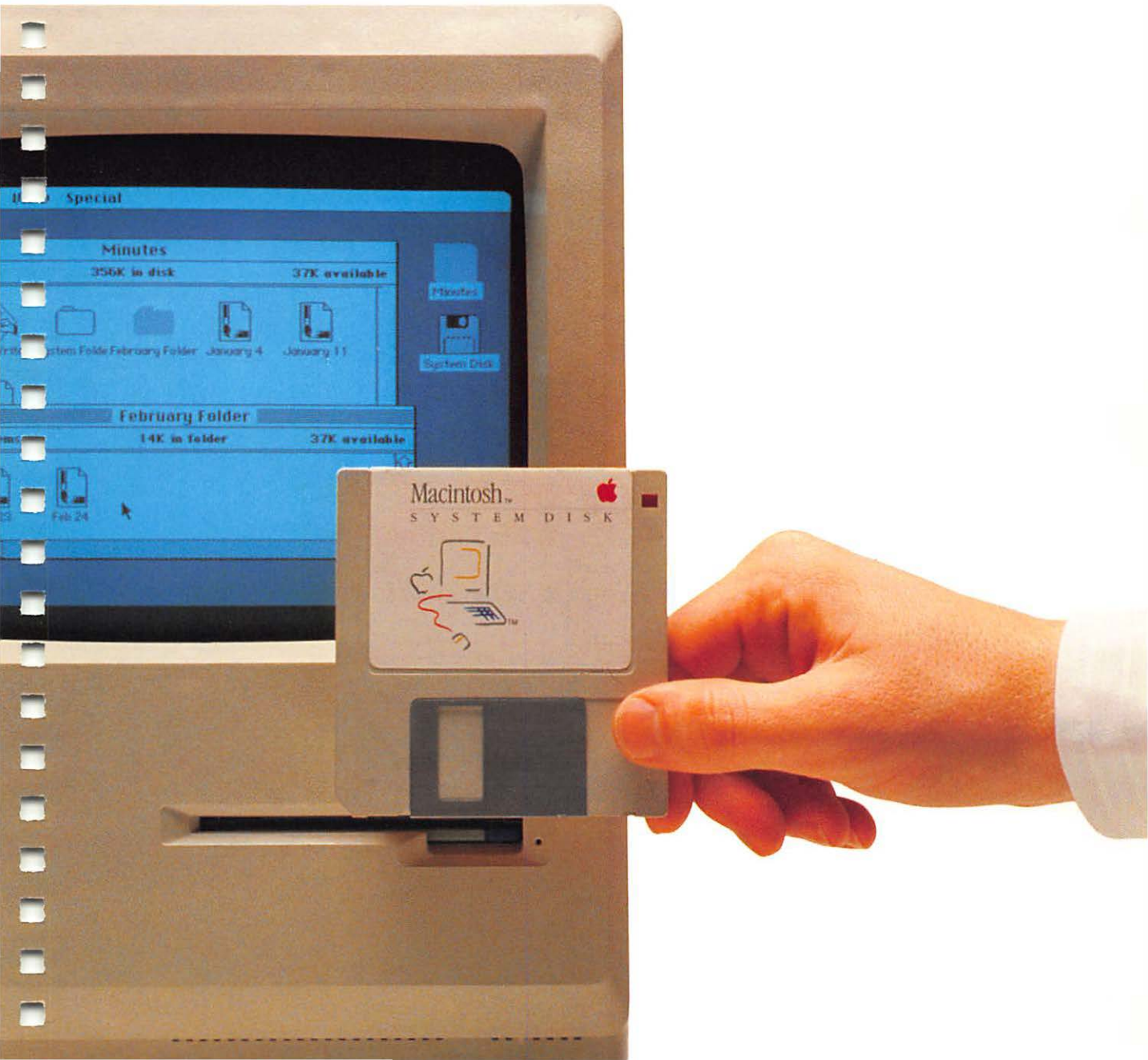
In some applications, one or more dialog boxes will appear. You can click the various buttons to control the way your printed document will look. See each application's manual for details.

Managing Disks



You'll use the Finder to manage entire disks as well as the documents, folders, and applications on them. Renaming disks works the same as renaming any icon. See "Renaming" in this chapter.

Chapter 4, "Reference," contains additional information about disks.



Ejecting a Disk

To get information from or save information on a disk not currently inserted, you first eject a currently inserted disk.

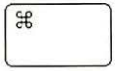
If the Macintosh needs the ejected disk later, it'll ask for it.

Select the icon that represents the disk you want to eject.

If the disk has already been opened, just activate its window by clicking inside it.

Choose Eject from the File menu.

Or hold down the Command key and type the letter "e".



Initializing New Disks

Whenever the Macintosh encounters a disk it can't interpret, a dialog box appears and asks whether you'd like to initialize the disk for the Macintosh. The box gives you two choices—to initialize or to eject without initializing.

Insert the new disk.

Click the Initialize button.

You can initialize disks from within an application without losing any information in memory, so you can initialize them as you need them.

To avoid confusion, be sure to give disks you initialize different names.

Creating a Startup Disk

The Macintosh needs certain information to be able to start the system. Disks that contain this information are called "startup disks." Since this information takes room on a disk, you might not want to have all your disks be startup disks. But you do need to use a startup disk each time you start your Macintosh, and you'll probably want at least one application on this disk as well.

Insert a startup disk, and then eject it by selecting it and choosing Eject from the File menu.

Insert a new disk (or any disk less than half full).

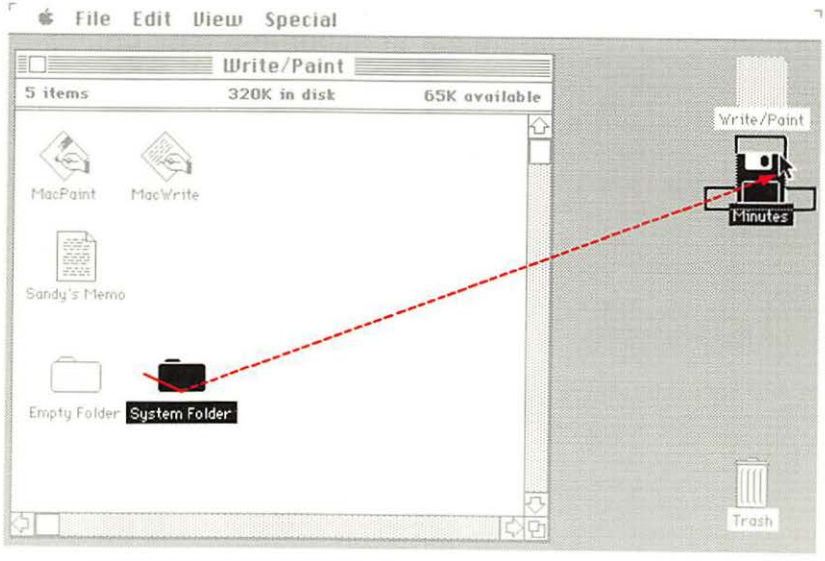
If the disk isn't initialized for the Macintosh, you'll be asked if you want to initialize it. Click the Initialize button.

Drag all system icons (initially they're in the System Folder) and any application you want to the new disk icon.

See "Selecting Icons" in this chapter.

If all the system icons are in a folder, you can just drag the folder.

To turn a startup disk into a non-startup disk (a disk just for storing documents): start the system using any disk other than the one you want to be a non-startup disk. Insert the disk you want to change to a non-startup disk. Select and drag all system icons to the Trash. See "Selecting Icons" in this chapter.



Copying an Entire Disk

Keep an extra copy of any disk you can't afford to do without.

Insert the disk you want to copy.

Eject the disk that's already there, if necessary, by selecting its icon and choosing Eject from the File menu.

Drag the icon that represents the disk you're copying to the icon that represents the disk you're copying to.

If the disk's icon isn't present (because it hasn't yet been inserted during this session), drag it to the Alternate Disk.

If you're using a one-drive system, the Macintosh will present a series of dialog boxes asking you to insert alternately the disk you're copying from and the disk you're copying to.

Rename the copy.

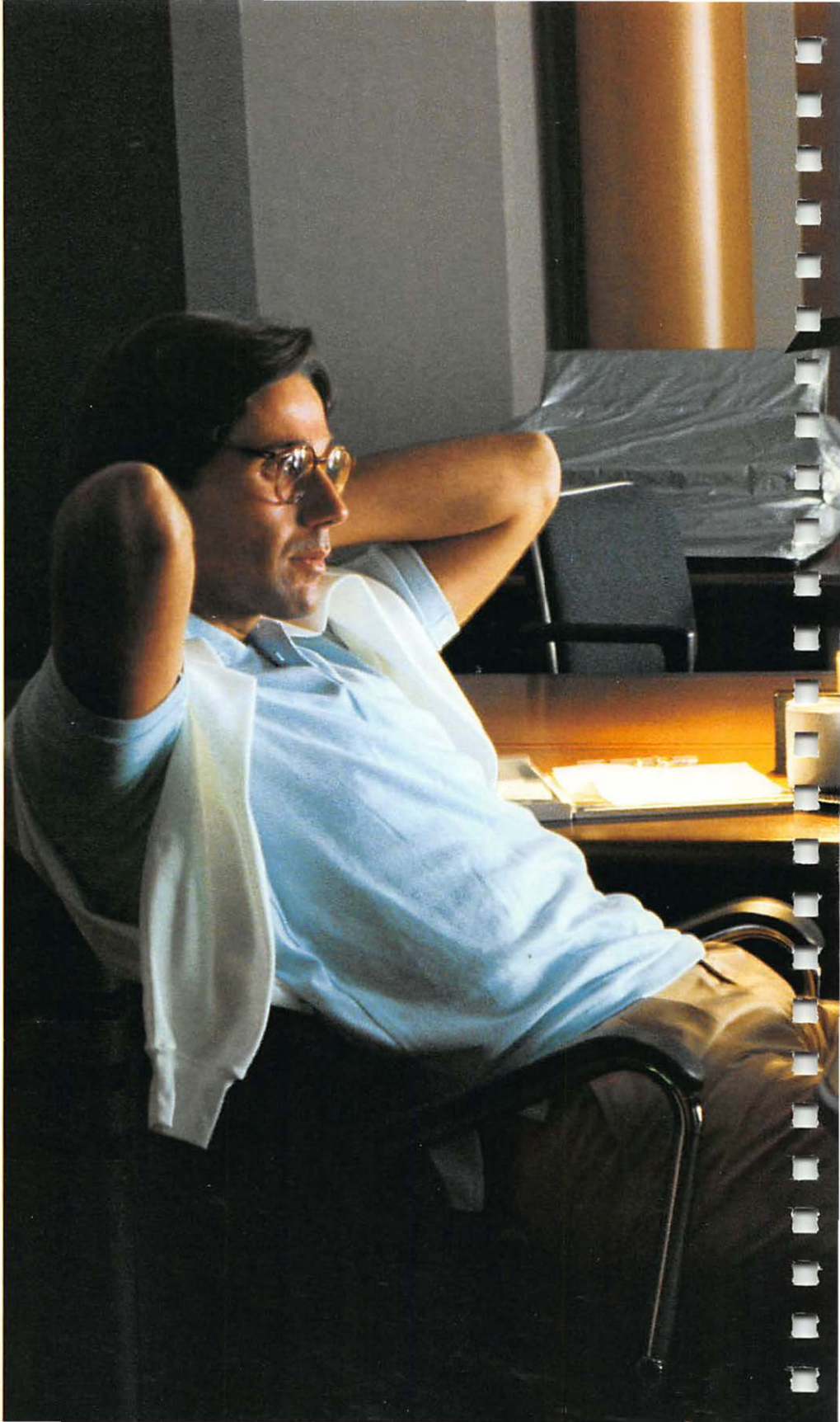
When the disk has been copied, it's a good idea to eject the copy and write its name on the label.

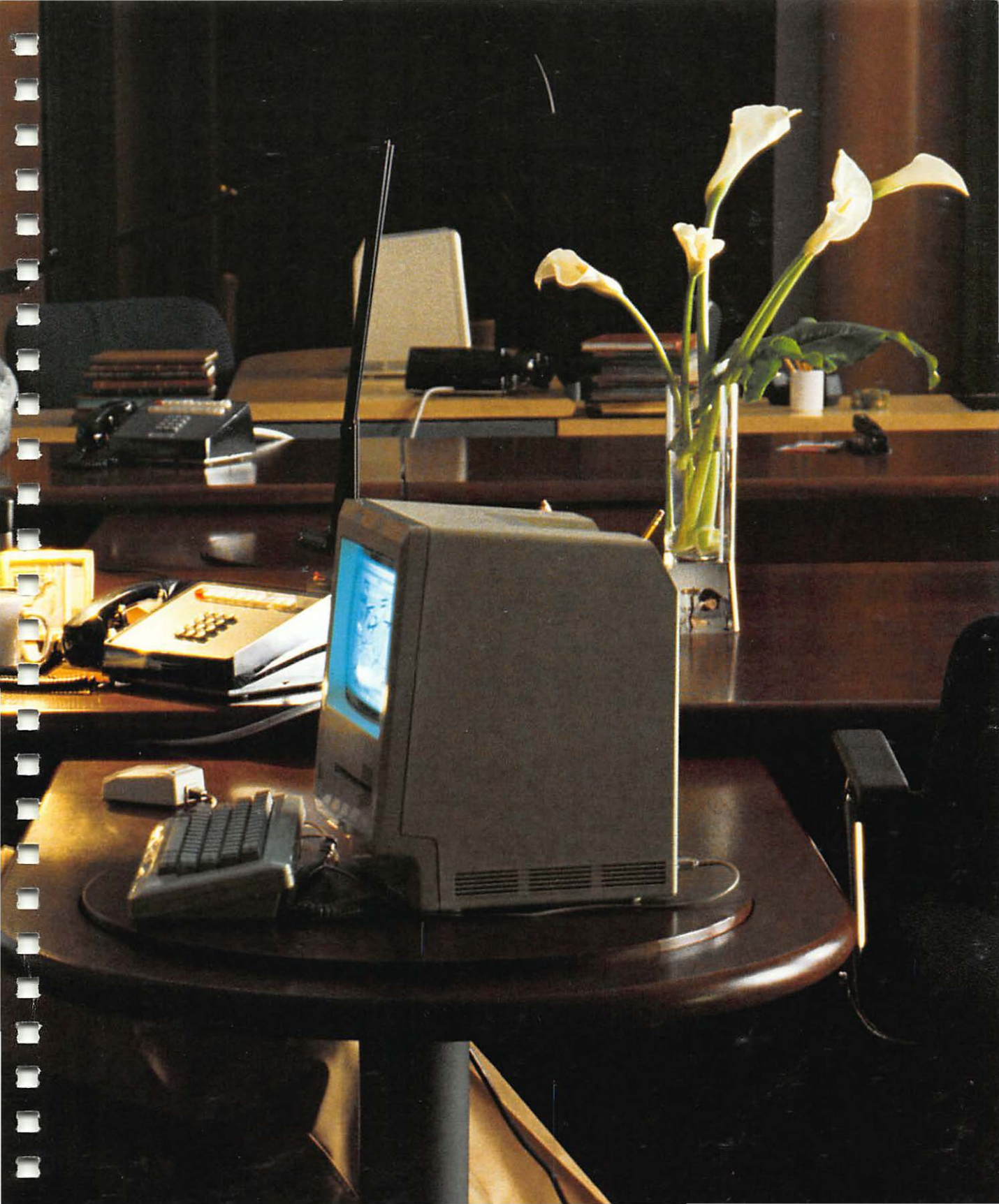




Chapter 4:

Macintosh Reference





Contents

85 Introduction

86 Keyboard
86 Character Keys
86 Special Keys

88 Disks
88 Initializing Disks
88 Ejecting Disks
88 Startup Disks
89 Locked Disks
89 Names of Disks and Documents

91 Windows

92 Clipboard: Cutting and Pasting

93 Dialog Boxes

94 Desk Accessories
94 Calculator
95 Clock
95 Key Caps
96 Puzzle
96 Note Pad
97 Scrapbook
97 Control Panel

99 Shortcuts
99 Double-Click
99 Shift-Click
99 Return and Enter Keys
99 Tab Key
99 Backspace Key
99 Close Box
99 Command Key

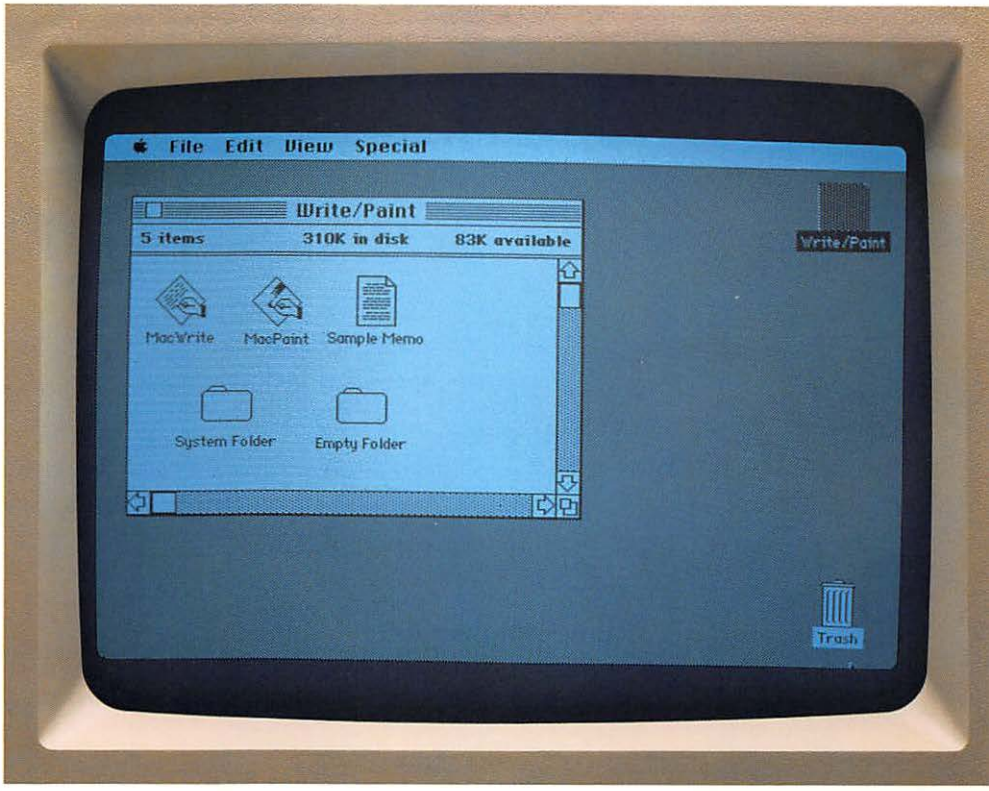
100 Finder Reference
100 Overview
101 What the Finder Manages
102 Selecting Icons
103 Dragging Icons

104 Finder Menus
104 The Apple Menu
104 The File Menu
106 The Edit Menu
107 The View Menu
108 The Special Menu

Introduction

The first part of this chapter describes Macintosh in general: what you can do with its keyboard; general information about disks, windows, the Clipboard, and dialog boxes; capabilities of the standard desk accessories; and shortcuts to speed your work. Though some details may change from application to application, this is the way Macintosh works.

"Finder Reference" and "Finder Menus" get specific about the Finder, the built-in application for organizing and managing your documents. This second part of the chapter describes the functions and effects of windows, icons, and menus in the Finder, and also talks a little about the things the Finder manages.



Keyboard

The Macintosh keyboard is much like the familiar typewriter keyboard, with a few notable exceptions. Certain keys let you do things you never could do with a typewriter.



Character Keys

The character keys are just like keys on a typewriter; use them to type any character, including numbers and symbols like =, –, and so on. Character keys repeat when held down. Use the Control Panel to set the rate of repeating. See "Desk Accessories" in this chapter.

Special Keys

Some of the Macintosh keys are used with character keys to produce different characters, or to issue menu commands. Others perform more specific actions.

Shift Key
When Shift is held down, character keys produce uppercase letters or the upper character on the key. Sometimes Shift modifies other actions: for instance, in the Finder, holding down the Shift key while you click lets you select more than one icon.

Caps Lock Key
A Shift for letters only. When Caps Lock is engaged, letter keys produce uppercase letters, but number and symbol keys aren't affected.

Option Key

Generally gives an optional character set of accented and special characters. The Option key can be used with Shift and Caps Lock. All optional characters are illustrated in Appendix A.

Using the Option key with certain character keys lets you enter accented characters.

Option-`	`	grave accent
Option-e	´	acute accent
Option-i	ˆ	circumflex
Option-u	¨	umlaut
Option-n	˜	tilde

Typing the Option key combination followed by another character produces that character accented with that diacritical mark. If the character can't be accented by the mark, you get the mark followed by the character. Typing the Option key combination *twice* gives you the diacritical mark alone.

Command Key

The Command key used in combination with another key is a shortcut to choosing a command from a menu. Commands that have Command key equivalents list them in the menu. Sometimes Command modifies other actions: for instance, holding down the Command key while typing a period cancels a long operation in progress.

Enter Key

Confirms whatever entry (usually text) you've made—an entry typed into a blank to name a document, for example. In a dialog box, pressing the Enter key is the same as clicking the button that confirms the command (such as OK) or the outlined button if there is one.

Return Key

Moves the insertion point to the beginning of the next line. In a dialog box, pressing Return is the same as clicking the button that confirms the command (such as OK) or the outlined button if there is one.

Backspace Key

Deletes the current selection. If the selection is the insertion point, backs over and deletes text.

Tab Key

Moves the insertion point horizontally to the next stopping place (such as a tab stop). In dialog boxes, pressing Tab usually selects the next place to supply information.

Disks

Disks store information. Apple 3½-inch disks store 400 kilobytes (a kilobyte being about a page of text or a small picture). Each disk uses about 15kb of overhead for keeping track of its contents (this is where its directory information is actually stored), leaving 385kb per disk for you to store your own information.

Initializing Disks

Before your Macintosh can get information from or save information on disks, they need to be **initialized** in a format it understands. (A blank disk is like a parking lot without divider lines. Before it can "park the cars," your Macintosh has to "draw in the white lines.") Any time you insert an uninitialized disk or any disk your Macintosh can't read because it's damaged or initialized for a different computer, a message will appear, asking if you'd like to initialize the disk for the Macintosh. Clicking the Initialize button will do it, and it'll be ready for use almost immediately.

Ejecting Disks

If you need information on a disk not currently inserted, or if you want to save on a disk not currently inserted, you may first need to eject a currently inserted disk. See "Ejecting a Disk" in Chapter 3.

Startup Disks

The System Disk that came with your Macintosh contains system documents needed to start up the Macintosh when you turn it on. Disks that contain these documents are called **startup disks**. These system documents are usually stored in the System Folder, though they don't have to be.

System documents on a startup disk include System, Finder, Imagewriter, and Printer. You may also find other system documents on the startup disk from time to time: Scrapbook File, Clipboard File, Note Pad File, Fonts, etc. These contain information that's used only by certain applications and desk accessories. You can't open or edit any of these documents.

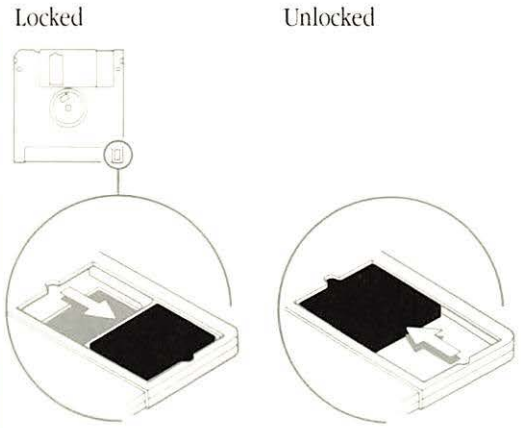
Of course, there's a cost—startup disks leave only about half the disk available for your own applications and documents. So it's best to keep your applications on startup disks, and keep your documents on separate disks. Chapter 3 tells you how to make and "unmake" startup disks, and how to move applications and documents from disk to disk.

Locked Disks

You can prevent information on a disk from being changed by sliding the small red tab toward the edge of the disk. This is called **locking** a disk; do it when you want to make sure that the disk won't get altered by mistake. To allow the disk to be altered again, slide the red tab to cover the hole.

When a disk is locked, you can't add new information to it, or change any information on it. You can open (and perhaps print) the documents it contains, but you won't be able to save, delete, rename, move, duplicate, or change any information on it.

Some applications (MacPaint, for instance) won't work with a locked disk, and the Finder can't reconstruct anything you've done on the desktop when you're using a locked disk. Some desk accessories may not work properly if your startup disk is locked.



Names of Disks and Documents

Every disk, document, application, and folder has a name. You name disks when you initialize them; you name documents when you save them for the first time. You can change a name at any time with the Finder.

There are a few restrictions to the names you can give. A disk name can contain up to 27 characters; a document, application, or folder name can contain up to 63 characters (although there's a practical limit of around 40 characters).

A name can't contain a colon (:), and shouldn't begin with a period (.). Other than that, you can use any characters you can type on the keyboard.

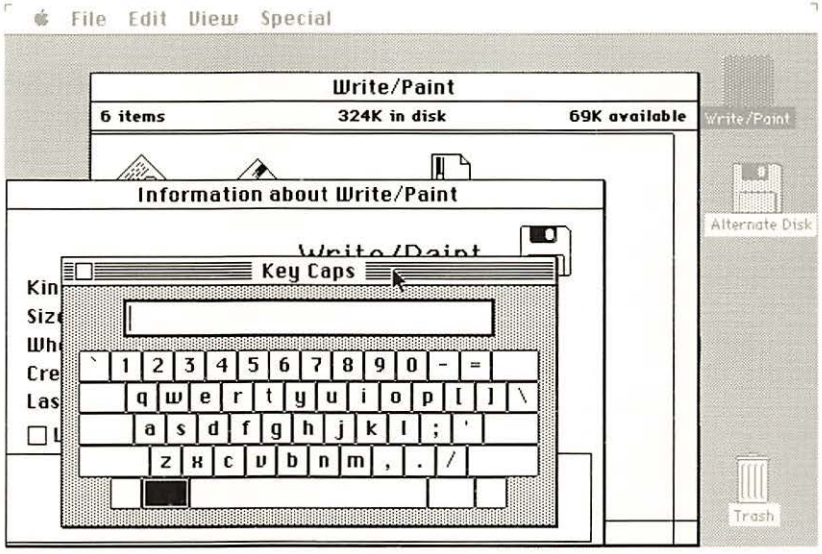
No two items on the same disk can have the same name. When comparing names, your Macintosh considers uppercase and lowercase letters to be equal, so "saturday" and "Saturday" are the same. You can have separate items with the same name if they're on separate disks.

It's a good idea to keep disk names different, too: sometimes the Macintosh will ask you for a specific disk by name, and it's confusing to have a lot of disks with that same name (your Macintosh can be quite picky about which one it wants). It's also a good idea to write the disk's name on its label.

Windows

Windows present information. You can have multiple windows on your desktop, so you can view more than one set of information at the same time. Most windows can be moved, changed in size, scrolled through, or closed. They can also overlap each other. When more than one window is open, one is frontmost, and that's where all the action happens. Clicking anywhere in a window brings it to the front and makes it active.

Although a window may be "buried" under others, it cannot be dragged completely off the screen, or made so small that you can't see it.



Windows may behave a little differently within an application. See each application's manual for an explanation of windows in that application.

Clipboard: Cutting and Pasting

You can move information within a document, among documents created with the same application, among documents created with different applications, or among desk accessories and documents. The information you're moving or copying is held on the Clipboard. The Cut, Copy, and Paste commands in the Edit menu let you move information between the Clipboard and the active window. Most applications have a Show Clipboard command in their Edit menu that shows you the current contents of the Clipboard.

Within an application, the contents of the Clipboard keep attributes such as text sizes and styles, or any information unique to that application. When moving between applications, usually only the text or the picture, in a fixed format, is exchanged.

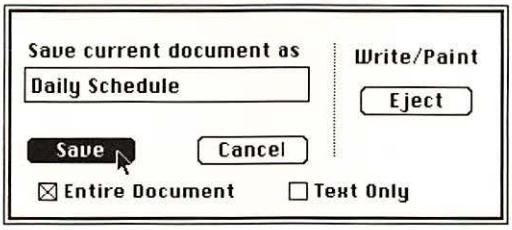
The Clipboard contents are kept in the Macintosh memory, if possible. If the contents grow too large, they are temporarily saved in the Clipboard File on the startup disk.

Dialog Boxes

Whenever the Macintosh needs more information from you, it displays a dialog box, with buttons to click and sometimes with space for you to type additional information, such as the name for a new document.

If you are about to do something that could cause you to lose information, a message in the dialog box alerts you, and asks you to confirm that you want to proceed anyway. In boxes containing these messages, one of the buttons—the "safest" alternative—is usually boldly outlined. Pressing the Enter or Return key is the same as clicking the boldly outlined button or, if none, the button that confirms the command.

A warning message may be accompanied by one or more beeps. If loud beeps annoy you, use the Control Panel desk accessory to lower the speaker volume. A blinking menu bar is a subtle alert that your Macintosh can't respond to what you're asking it to do.



Desk Accessories

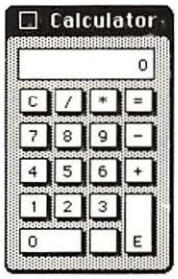
You choose desk accessories from the Apple menu on the far left side of the menu bar. Desk accessories are available while you're using any application or the Finder. You can use the Cut, Copy, and Paste commands in the Edit menu to move or copy text or pictures among desk accessories or to or from another window. (See "Editing Text" in Chapter 3.)

With most applications, you can keep one or more desk accessories open on your desktop while you work on documents. Like any windows, desk accessories may be obscured by other windows that are made active. The accessories can be made active by clicking them or choosing them again from the Apple menu, and moved by dragging their title bars. You close them either by clicking their close boxes or by choosing Close from the File menu.

With some applications (MacPaint, for example), you need to close desk accessories in order to work on a document.

All desk accessories are closed automatically when you open a document or application from the Finder or quit an application.

Calculator



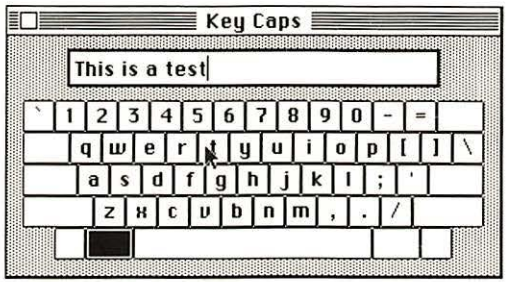
The Calculator works like an ordinary four-function pocket calculator, except that with your Macintosh calculator you can copy the calculation results (which are automatically selected) and paste them into any document or another desk accessory. You can also copy numbers from a document and paste them into the calculator's display.

Click the buttons or type on the keyboard or the numeric keypad if you have one. The * key is multiplication; the / is division.

Clock

The clock shows the current date and time. You can copy the time and date (which are automatically selected) and paste it into other accessories or documents. To set the Clock, see "Control Panel" in this section.

Key Caps



Press the Option, Shift, or Caps Lock key on the Macintosh keyboard; the Key Caps desk accessory displays the characters you can type while holding down that key.

You can either type the character you want on the keyboard or just click it in the Key Caps accessory.

See "Keyboard" in this chapter for how to produce accented characters using the diacritical marks in the optional character set.

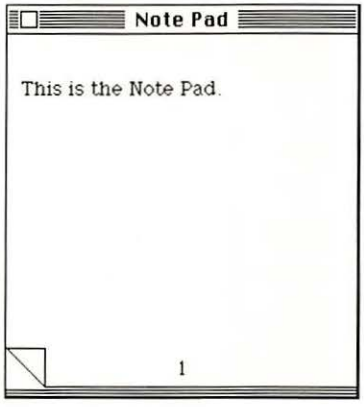
When the Key Caps desk accessory is active, text you type on the Macintosh keyboard or "type" by clicking Key Caps keys appears in the blank at the top of the Key Caps window. You can edit this text in the usual way and cut and paste it among other desk accessories or any document.

Puzzle



The Puzzle gives you something to play with when you need a short break. Click a "tile" to slide it into the empty space. Try to place the numbers in order. The Puzzle rescrambles whenever you close it or when it's active and you choose it again from the Apple menu. Unfortunately, you can't pry out the little plastic tiles when you get frustrated.

Note Pad

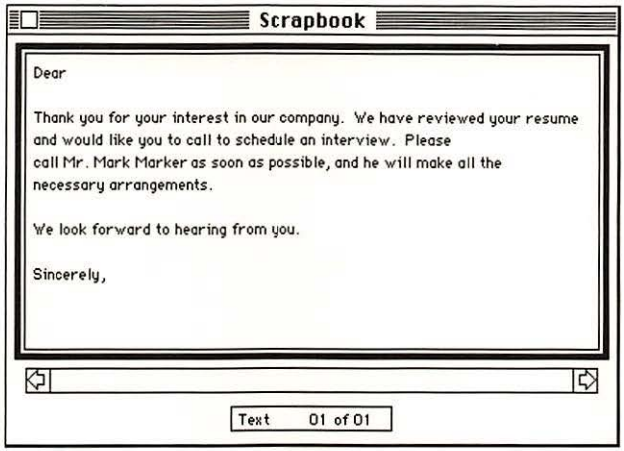


With the Note Pad you can jot down a few notes and keep them separate from the document you're working on. Or type text and edit it even if you're using an application that doesn't allow text editing in the usual way. Use the Edit menu to cut and paste into and out of the Note Pad.

You have eight numbered pages of Note Pad paper. Turn to the next page by clicking the turned-back corner of the previous page. Turn to the previous page by clicking the bottom left corner of the Note Pad.

Notes you type are automatically saved in the Note Pad File on the startup disk.

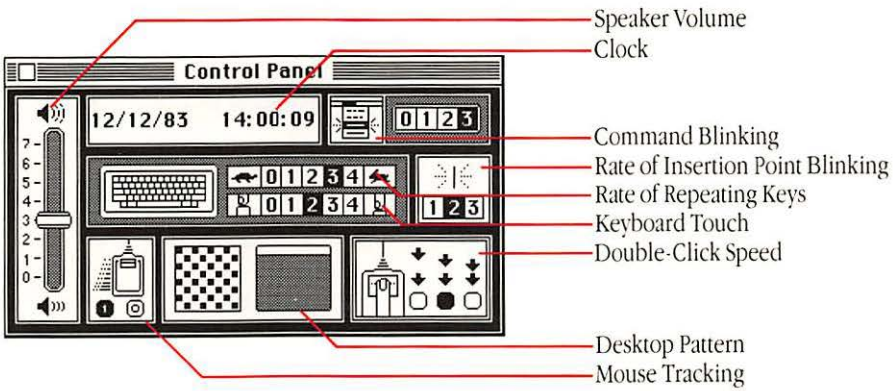
Scrapbook



Keep pictures and text you use frequently in the Scrapbook. For example, you might keep your letterhead there, or favorite illustrations from MacPaint. Paste something you cut or copied from another desk accessory or a document. And copy or cut the current picture or text (which is automatically selected) to paste into other documents or desk accessories. Use the scroll bar to look through the Scrapbook.

The contents of the Scrapbook are stored in the Scrapbook File on the startup disk.

Control Panel



The Control Panel lets you set your preferences for speaker volume, repeating key rate, and even the background pattern of your desktop. Most control panel settings are remembered even when you turn the power off.

Speaker Volume
Dial the volume you want by dragging the knob up or down.

Rate of Repeating Keys
Lets you vary the rate at which a pressed key will repeat. Lower numbers make a pressed key repeat slowly. Higher settings produce faster repeating.

Keyboard Touch
If you want a light touch to produce repeating characters, click a high number; click a low number to require a longer press to produce a repeating character (if you're getting a lot of repeated keys when you don't intend them). Click 0 to turn off repeating.

Rate of Insertion Point Blinking
Lets you vary the rate at which the vertical bar marking the insertion point blinks.

Command Blinking
Click 1, 2, or 3 to control the amount of visual feedback you get—how much a command blinks when you choose it from a menu. Click 0 to turn off command blinking.

Desktop Pattern
Click dots to change them from black to white or vice versa, or drag through a group of dots to change all of them. To set the pattern, click the "desktop" below the white bar. Click the "menu bar" to see a sample pattern. (Click on the right side of the bar to see the next pattern; click on the left side to back up.)

Double-Click Speed
Click the leftmost square for the Macintosh to interpret fairly slow successive clicks as a double-click. The rightmost square setting requires a faster mouse-button finger. The middle button produces, not surprisingly, an in-between response.

Mouse Tracking
The "1" setting makes the pointer move farther when you speed up mouse movement. When you want to jump to another part of the screen, you don't have to move the mouse as far as you normally would. The "0" setting keeps the pointer speed constant.

Clock
The Macintosh clock runs on battery power. It will need resetting only when the battery runs out. To set the time or date, click the digits you want to set. Click arrows to go forward or backward. Click anywhere else in the control panel to set the clock.

Shortcuts

In general, Macintosh shortcuts are just quicker ways to do things you can ordinarily do "the long way." Some shortcuts apply only to a specific Macintosh application; each application's manual explains its own.

Double-Click

Lets you open icons just like using the Open command. Double-clicking an icon opens it. In text, double-clicking a word selects the entire word.

Shift-Click

This combination lets you add to a previous selection. As long as you hold the Shift key down, the first selection isn't unselected when you make a new selection. In some applications, Command-click also performs a similar function.

Return and Enter Keys

Pressing the Return or Enter key in response to a dialog box is the same as clicking the button that confirms the command or the outlined button, if there is one.

Tab Key

Pressing the Tab key in a dialog box usually selects the next place to supply information.

Backspace Key

Using the Backspace key with a selection is the same as choosing Clear from the Edit menu. Unlike using the Cut command, using the Backspace key doesn't put what's deleted on the Clipboard.

Close Box

Clicking the close box in the title bar of the active window closes it, just like choosing Close from the File menu.

Command Key



You can issue many commands (including most commands in the Edit menu) by holding down the Command key while you type a character. Commands that have Command-key equivalents list the key to type to the right of the item in the menu.

Holding down the Command key while typing a period (.) usually stops whatever's happening—printing a document, for example.

Holding down the Command and Shift keys while typing the number 1 usually ejects the internal disk; holding them down while typing the number 2 ejects the external disk.

Finder Reference

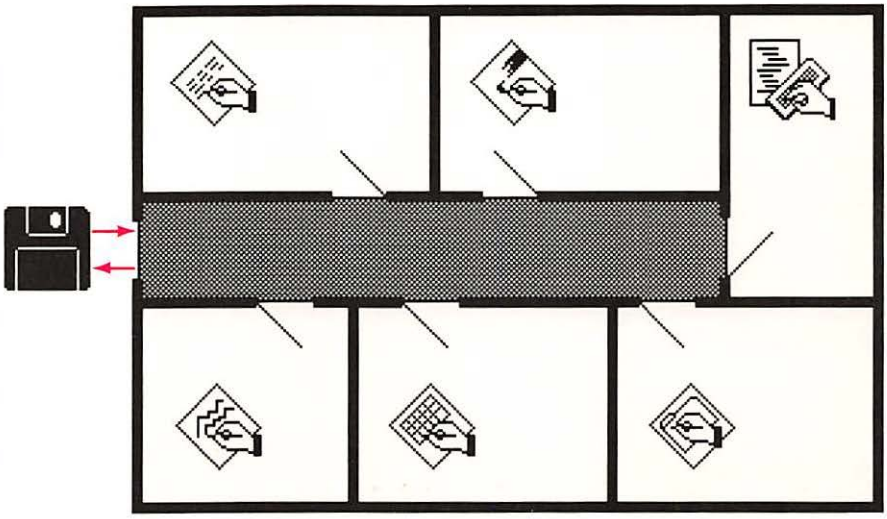
Overview

The Finder is Macintosh's built-in application for managing documents and directing traffic between you and the disk.

The Finder is like a central hallway in the Macintosh house. It manages moving from one application to another (like rooms in the house) and organizing the documents you create with those applications. It's also like a front door—the way you enter the Macintosh house—and it's the link between you and your disks, giving you access to the documents you store on them.

Common Finder tasks include:

- □ opening, closing, copying, discarding, moving, and renaming documents and disks
- □ organizing documents on the desktop, in folders, and on disks
- □ ejecting and initializing disks



Some of the Finder's capabilities are also available while you're using an application. You can open new documents, save work on a disk, examine the contents of disks, eject disks, print the current document, or revert to a previous version of a document without returning to the Finder.

You work in the Finder by selecting and dragging icons (see "Selecting Icons" and "Dragging Icons" later in this chapter) and by choosing commands from menus (see "Finder Menus" later in this chapter).

What the Finder Manages

Applications and Documents

Applications and documents are represented in their closed state as icons. You can rename, duplicate, discard, or organize applications and documents on disks and in folders.

Disks

The contents of a disk are displayed in a directory window. A disk can contain documents, applications, and folders. Usually each item is represented by an icon that you can select and drag; you can choose to see the disk's contents arranged in other ways with the View menu.

Disks currently inserted into either the built-in or additional disk drive appear as white disk icons. Icons for disks that have been ejected appear dimmed in gray. (Both inserted and ejected icons are highlighted when selected.) The Macintosh remembers the contents of disks inserted and then ejected. You can open ejected disks (or any folders inside them) into directory windows; any items on ejected disks also appear dimmed. You can manipulate dimmed icons just like white icons. The Macintosh will ask you to reinsert the ejected disk when it needs it.

Folders

Folders are receptacles that allow you to arrange your applications and documents hierarchically on a disk. When opened, folders display their contents in directory windows, just like disks. Folders can contain other folders.

To make new folders, duplicate the Empty Folder (which appears automatically on every disk).

When you're using an application, folders are "transparent"; when you choose Open from the application's File menu, all available documents on that disk appear in a list, regardless of what folders they may be in.

Desktop

The Desktop in the Finder is a handy temporary resting place for icons. If you're concentrating on only a few documents and applications at a time, and they're on different disks or in different folders, you can drag all the documents to the desktop and work on them there. You can even close the windows for the folders and disks they came from; the Finder will remember where the documents belong.

Documents are automatically put back when you open a document or application, and brought back out to their previous positions when you quit the application and return to the Finder.

Trash

The Trash is a receptacle for discarding documents and folders. You can't discard disks this way. When you discard a folder, the folder and its entire contents disappear. Locked documents can't be discarded; you must unlock them (in their information windows) before discarding.

When you open the Trash icon, it shows the last few documents you discarded. You can recover those documents by dragging them out of the Trash back onto the desktop. But documents stay in the Trash only for a short while; the Finder empties the Trash when you start an application, eject the disk, or try to add more documents to the disk. You can empty the Trash yourself by choosing Empty Trash from the Special menu (but who wants to empty their own trash?).

Selecting Icons

Once an icon is selected, the Edit menu commands operate on that icon's name, and the File menu commands work on what the icon represents.

When more than one icon is selected, the Edit menu commands are dimmed.

You can select a group of icons only if they're all in the same window or all on the desktop. If you want to work on a number of documents in different folders or disks, drag them to the desktop and select them all there.

Operations on a group of icons are performed one by one. The icons are taken in order from left to right, top to bottom.

Dragging Icons

Dragging an icon from one place to another moves that icon to the new place. You can drag an icon onto the desktop, onto a folder, disk, or Trash icon, or into an open folder, disk, or Trash window.

Dragging an icon from one place to another on the same disk (or to a folder on that disk) merely moves the icon to the new place. Dragging an icon to another disk (or to a folder on that disk) leaves a copy behind on the original for safekeeping. If you don't want the copy left behind, just drag it to the Trash afterward.

If you drag an icon to another disk, and there's already an icon with that same name on that disk, you're asked if you want to replace it with the icon you're dragging.

	Drag document	Drag folder	Drag application	Drag disk
to folder on same disk	moves it there	moves it there	moves it there	...
to folder on different disk	copies it there	copies it and its contents there	copies it there	...
to a different disk	copies it there	copies it and its contents there	copies it there	copies it there
to Alternate Disk	starts the process of copying it to a disk you haven't yet inserted.	starts the process of copying it and its contents to a disk you haven't yet inserted.	starts the process of copying it to a disk you haven't yet inserted.	starts the process of copying it to a disk you haven't yet inserted.
to Trash	discards it	discards it and its contents	discards it	...

In general, dragging an icon on the same disk moves it; dragging an icon to a different disk copies it.

To copy on the same disk, use the Duplicate command in the File menu.

You can drag an icon to another icon, or to that icon's window; the effect is the same, although dragging into a window lets you drag to a specific location in the folder or disk window.

You can drag locked documents; you can't drag anything to or from a locked disk. See the Get Info command in "Finder Menus" in this chapter.

Finder Menus

Each Macintosh application presents the commands it can carry out in menus you pull down from the menu bar. Together with dragging icons, the Finder's menus allow you to do all your desktop-management tasks.

The Apple Menu



About the Finder
Shows the version number and the authors of the Finder—Bruce Horn with Steve Capps.

Desk Accessories
Choosing any of the desk accessories causes that accessory to appear on the desktop. You can use the Edit menu to cut, copy, and paste the information in most desk accessories. The desk accessory stays on your desktop until you close it, with either its close box or the Close command in the File menu.

The desk accessories are explained more fully in "Desk Accessories" earlier in this chapter.

The File Menu



The commands in the File menu operate on icons and windows.

Open
Opens the selected icon into a window. If the icon represents a document, opening it also starts an application so you can work on the document. If the icon represents an application, opening it gives you a new, untitled document.

In order to open a document, the application that created it must be on a currently inserted disk.

Selecting more than one icon and choosing Open attempts to open the first icon's application to work on all the other selected icons. For example, you can open the word processor with a text-only document from MacTerminal.

Duplicate
Duplicates the selected items on the same disk. The duplicates are named "Copy of" followed by the name of the original.

Duplicating a folder duplicates it and everything that exists in the folder, even if it's currently on the desktop.

Get Info
Opens a window that displays information about whatever the selected icon represents. The displayed information includes its size, kind (document, folder, or application and, if it's a document, which application created it), the date it was created, the date it was last changed, and which disk or folder it belongs to. You can still drag or open a selected icon while its information window is open.

You can add text by typing in the comment box and editing it as you edit any text.

The Locked check box allows you to lock a document or application. When the Locked box is checked, that document or application can't be disposed of or replaced (either by saving or copying from another disk). It can be moved, its comment box can be edited, and it can be duplicated.

Put Back
Puts the selected documents, applications, or folders back into the folder or disk they came from most recently.

Close
Closes the active window, zooming it back down to its icon. The icon remains selected. (If the active window is a desk accessory, it just disappears into thin air.) The next frontmost window, if there is one, then becomes the active window.

Close All
Closes all windows to their icons, just like closing each in turn. Desk accessories just disappear.

Print

Prints the document represented by the selected icon or icons, in left to right, top to bottom order. The icons can be of different kinds; the Finder will print all selected documents of one kind before printing documents of the next kind.

In order to print a document, the application that created it must be on a disk whose icon appears on the desktop. Document printing from the Finder follows the same rules and procedures of printing in that document's application; see each application's manual for more information on how to print with that application.

Eject

Ejects the selected disk, or the disk represented by the active window. Whenever a disk has been ejected, its icon and the icons belonging to it are dimmed to show they're no longer available.

The Edit Menu



The Finder's Edit menu allows you to edit:

- the names of icons
- text in an information window (opened by selecting the icon and choosing Get Info from the File menu)
- text or pictures in desk accessories

You cannot use this menu to cut or copy icons. You do this by dragging icons. (See "Dragging Icons" in this chapter.)

Selecting an icon also selects the text below it. Anything you subsequently type replaces the old text. Clicking the text itself causes an insertion point to appear. You can edit this text as you edit any text.

Undo
Undoes your last text-editing action in a desk accessory.

Cut
Removes the selection and places it on the Clipboard, replacing the previous contents if any.

Copy
Places a copy of the selection on the Clipboard, replacing the previous contents if any.

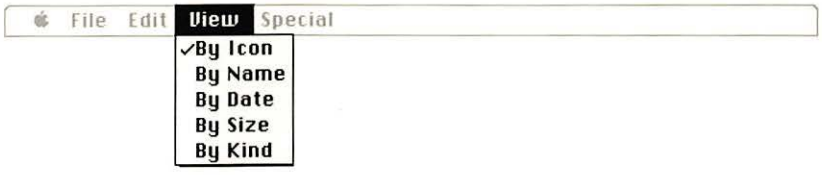
Paste
Puts a copy of the contents of the Clipboard at the insertion point. You can continue to paste copies until you cut or copy a new selection, which replaces the old contents of the Clipboard.

Clear
Removes the selection, without placing it on the Clipboard.

Select All
Selects all icons in the active window.

Show Clipboard
Displays a window with the current contents of the Clipboard—that is, whatever you cut or copied.

The View Menu



You'll probably keep your directory windows showing icons most of the time, so you can rearrange your documents and folders, duplicate them, and move or dispose of them. But the commands in the View menu also let you view directories of disks, folders, or the Trash in other arrangements. When the arrangement is other than pictorial, you select by clicking a name rather than an icon.

The current view of the active window is marked in the View menu by a check.

In all arrangements other than By Icon, you can manipulate documents, applications, and folders only with the commands in the File menu. You cannot drag items or edit their names.

By Icon
Shows the contents of a directory window as icons, just as on the desktop. Only in By Icon arrangement can you drag icons and edit their names.

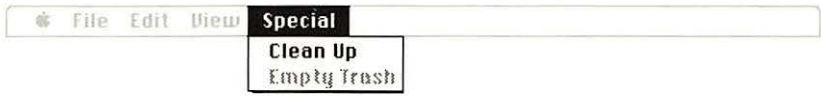
By Name
Lists the contents of a directory window alphabetically by name. Uppercase and lowercase are considered equal.

By Date
Lists the contents of a directory window chronologically by modification date. The document you changed most recently is listed first.

By Size
Lists the contents of a directory window by size, largest first. Useful for seeing which of your documents are taking the most room on the disk. Folders are listed according to the size of their contents.

By Kind
Lists the contents of a directory window by kind—whether each item is an application, folder, or document. For documents, it tells which application created it.

The Special Menu



Clean Up
Used only in By Icon view. Arranges all icons in the frontmost window in neat rows and columns. If no directory windows are open, Clean Up cleans up the desktop.

Empty Trash
Removes the contents of the Trash. (They're also removed whenever the Finder needs the space they take up.)


File Edit View Special
Note Pad
Control Panel
Calculator
Key Caps



Chapter 5:

Adding To Your Macintosh System

Contents

113 Applications
113 MacWrite
114 MacPaint
114 MacTerminal
114 Macintosh Pascal
114 Macintosh BASIC
115 MacProject
115 MacDraw
115 And Many More...

116 Additional Disk Drive

117 Apple Imagewriter Printer
117 Setting Up the Printer
118 Adding Pin-Feed Paper
120 Adding Plain Paper
120 Using the Controls
121 Attaching the Imagewriter to Your Macintosh

123 Apple Modem

124 Numeric Keypad

125 Macintosh Carrying Case

126 Security Accessory Kit

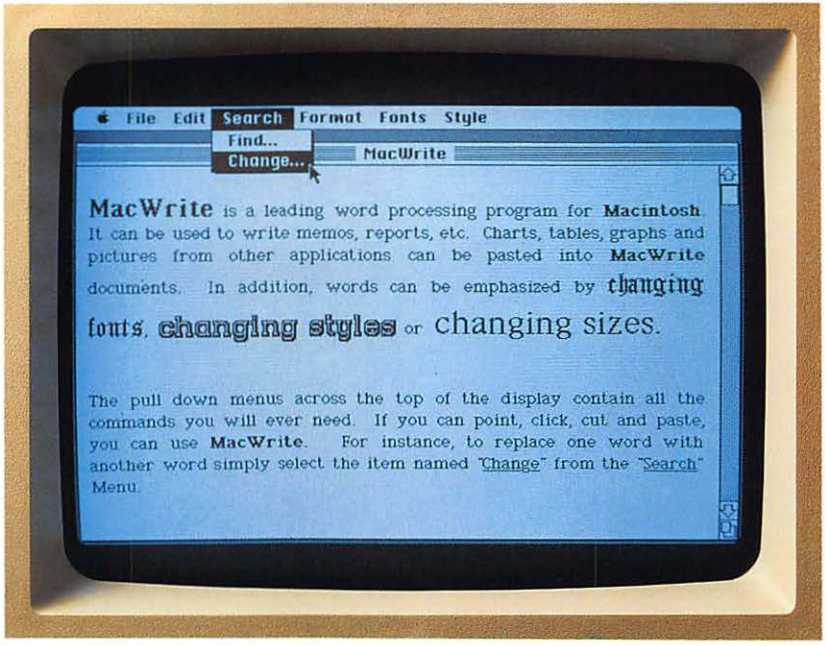
127 Programmer's Switch

Depending on the kind of work you want to use your Macintosh for, you can choose an application best for helping you do it.

MacWrite

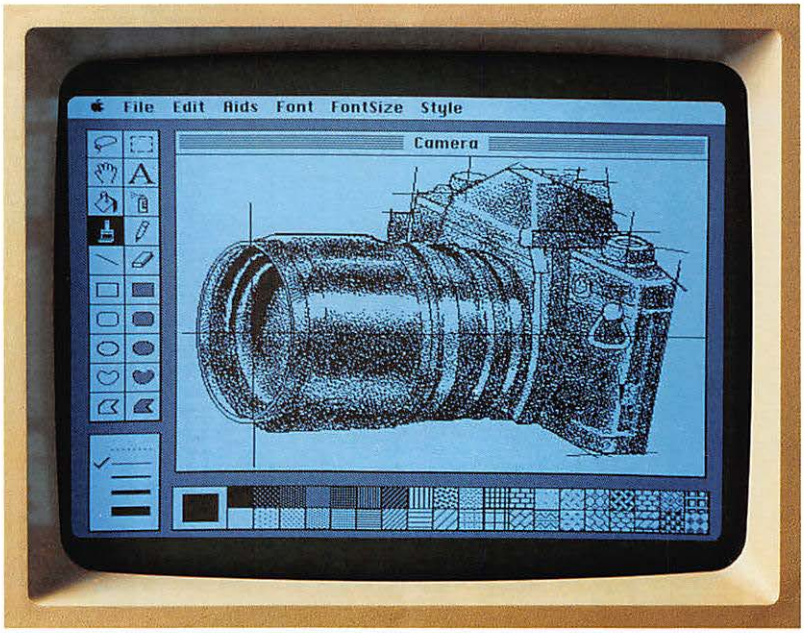
MacWrite is a radical change in word processing. With MacWrite you create documents that look the same on the screen as they'll look when you print them. Rather than working around a lot of commands embedded in your text, you always see what you've really got. You use the mouse to select text and remove, copy, or move it. You can customize your documents with many fonts and styles, and you can control margins or line spacing with a single click.

You can add MacPaint drawings to documents you create with MacWrite or vice versa. With Macintosh, words and pictures mix beautifully.



MacPaint

MacPaint brings out the artist in everyone. Whether it's a technical illustration for a research project or a sketch for a party announcement, you can do it with MacPaint. You can use MacPaint's drawing tools to draw perfect structured shapes or your own freehand designs. You can type text in beautiful fonts and styles and add text from other applications as well.



MacTerminal

MacTerminal lets you communicate with the rest of the world. You can access information services such as The Source, CompuServe Information Service, or Dow Jones; exchange information with another computer; and send and receive electronic mail.

Macintosh Pascal

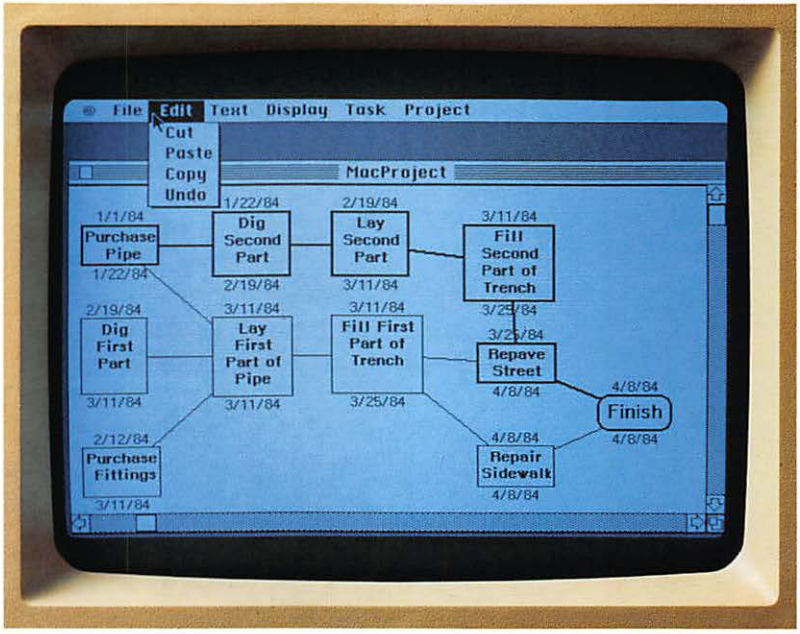
This highly interactive Pascal language lets you bypass time-consuming compiling. Debugging is faster and simpler than with traditional Pascal. Of course, Macintosh Pascal also uses the Macintosh mouse and multiple-window capabilities.

Macintosh BASIC

Taking full advantage of the mouse, multiple-window capabilities, and routines built into Macintosh, this BASIC greatly extends the world's most popular programming language. Highly evolved control structures, no line numbers, and an advanced debugger and screen editor allow you to write programs never before possible in BASIC. You can also save programming time by cutting and pasting between programs.

MacProject

Project management and scheduling have never been easier. You tell MacProject what tasks are involved in your project and what resources you have. MacProject calculates the "critical path" to completion and estimates costs in money and time. If you miss (or beat!) a deadline or if your available resources change, MacProject recalculates everything in a flash.



MacDraw

MacDraw lets you create structured graphics on the Macintosh. You can prepare perfect flowcharts, diagrams, graphs, technical drawings, and organizational charts, as well as freehand drawings. You can add text in different fonts, sizes, and styles.

And Many More...

Top software developers are introducing many more applications for the Macintosh. (Contact your authorized Apple dealer for availability.) You can choose from:

- ☐ electronic spreadsheets for budgeting, forecasting, and answering "What if?" questions
- ☐ data base management programs that help you keep track of your files—everything from prospective clients to your favorite restaurants
- ☐ charting programs that turn numbers nobody understands into charts everyone understands

Additional Disk Drive

With an additional disk drive attached to your Macintosh, you can have two disks available at the same time. This can speed your access to information on disks and make it easier to copy information from one disk to another.

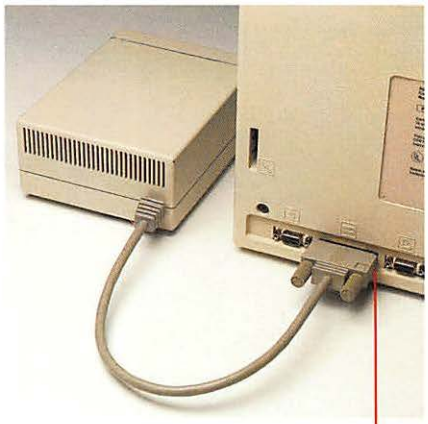
To attach the additional drive, do the following:

1. Connect its **cable** by inserting the plug into the **19-pin socket** marked with a disk drive symbol on the back of the Macintosh.
2. Tighten the thumbscrews on the **connector** to prevent radio and TV interference. The metal plate makes contact with the screws and grounds the disk drive. Tightening the screws prevents the connection from coming loose.

That's it!

When you insert a disk into the additional disk drive attached to your Macintosh, the icon that represents that disk will appear on the desktop. You can open the icon to see its contents, just as you do for the disk in the built-in drive.





Disk Drive Socket

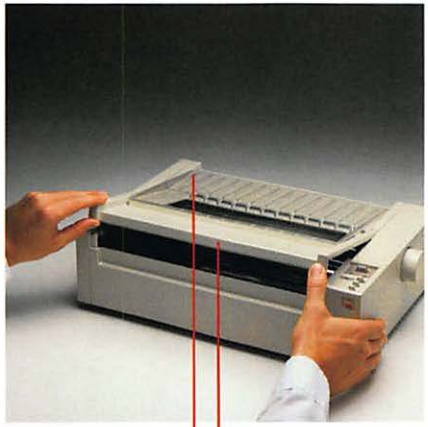
Apple Imagewriter Printer

With an Apple Imagewriter printer attached to your Macintosh, you can get printed copies of your work. With most computers, what you see on the screen and what you get from the printer look very different. With Macintosh, what you see is pretty much what you get.

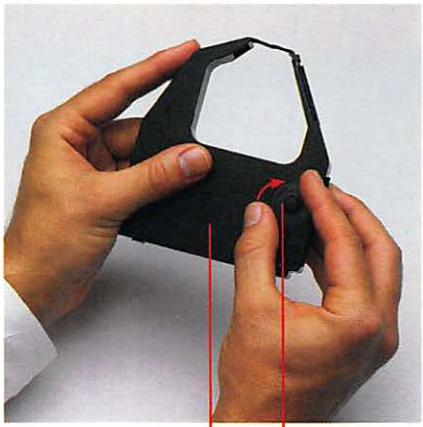
Setting Up the Printer

After you've unpacked the Imagewriter, set it up as follows:

1. Make sure the **on/off switch** is off. (It's like a ballpoint pen—the first click switches it on, the second switches it off.)
2. Remove the **carrier cover** and the **paper cover** if you haven't already.
3. Tighten the ribbon in the **ribbon cartridge** by turning the **ribbon knob**.



Carrier Cover
Paper Cover



Ribbon Knob
Ribbon Cartridge



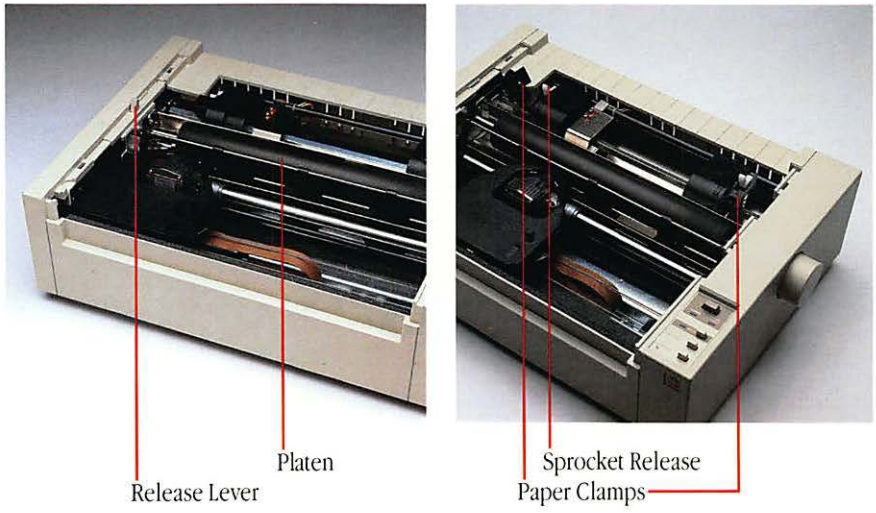
4. Snap the ribbon cartridge into place.
5. Wind the ribbon knob again to take up any slack in the ribbon.

Make sure you always have clear, crisp-looking copies by changing the ribbon cartridge whenever the print quality begins to look faded. Ribbon cartridges are available from your authorized Apple dealer.

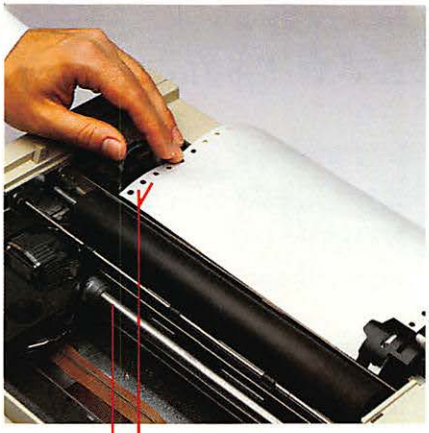
Adding Pin-Feed Paper

If you're using pin-feed paper (which has holes along the edges and is perforated):

1. Set the **release lever** to the pin-feed (back) setting. This lets you move the paper freely around the **platen**.
2. Lift the **paper clamps** upward and push the white **sprocket release levers** backward. This lets you move the **sprockets** freely.



3. Position the paper holes over the **sprocket pins**, sliding the sprockets horizontally if you need to make the paper fit, and close the paper clamps over the paper.
4. Pull the **roller shaft** away from the platen.
5. Feed the paper through by turning the **platen knob** clockwise.





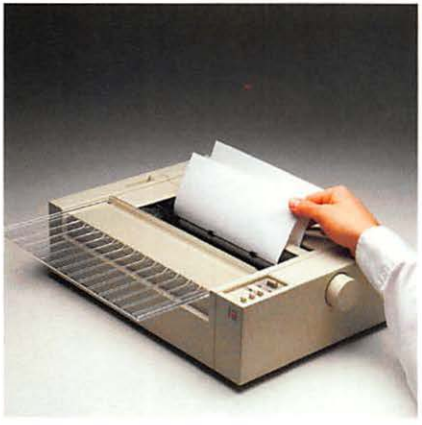
Sprocket Pins
Roller Shaft

6. With the releases still open, make any adjustments you need to. Pull the sprockets outward to the sides so the paper is fairly taut. Adjust the sprockets (and the paper) so the printing area (marked by red rings on the roller shaft) is where you want it on the paper.
7. Bring the sprocket release levers forward again and press the roller shaft back against the platen. Replace the carrier and paper covers.

Adding Plain Paper

If you're using paper without pin-feed holes (either single sheets or rolls):

1. Set the **release lever** to the pin-feed (back) setting and lift the clear plastic lid on the **carrier cover**.
2. Pull the **roller shaft** away from the **platen**.
3. Feed the paper into the slot in the **paper cover** and guide it around the platen (the same way you put paper into a typewriter).
4. Adjust the paper so the printing area (marked by the red rings on the roller shaft) is where you want it on the paper.
5. Press the roller shaft back against the platen.
6. Set the release lever to the friction (front) position.



Using the Controls

To use the controls on the Imagewriter control panel, do as follows:

1. Plug it into a grounded outlet and switch it on.

 The **power light** and the **select light** come on. When the select light is on and the printer is attached to the Macintosh, the Imagewriter gets its directions from the Macintosh; when you choose Print from a File menu, you'll get a printed copy.

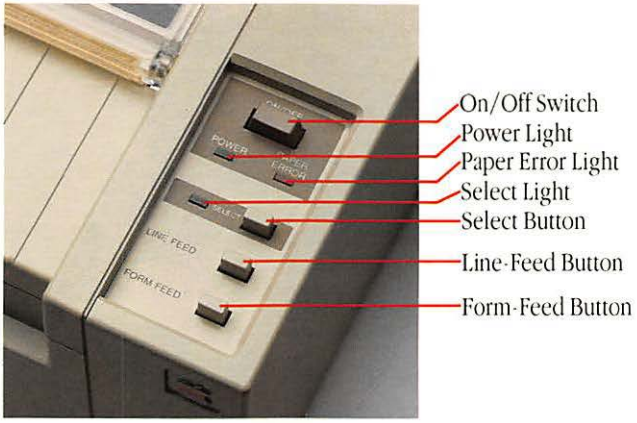
2. To use the **line-feed button** (to advance the paper one line at a time) or the **form-feed button** (to advance the paper one page at a time):

 □ turn the select light off by pressing the select button

 □ press the line-feed or form-feed button

 □ turn the select light on again

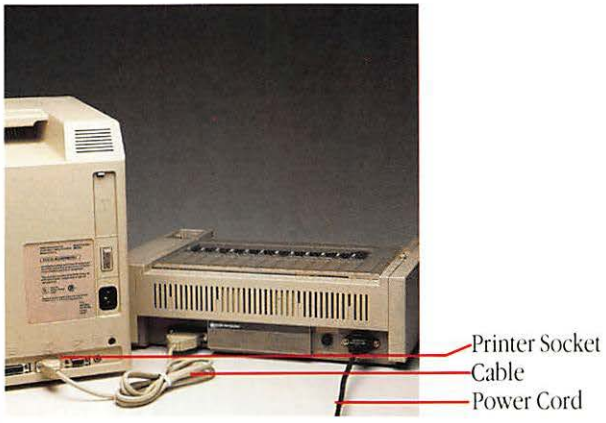
The **paper error light** comes on if you're out of paper or the paper is inserted incorrectly.



Attaching the Imagewriter to Your Macintosh

Attach your Imagewriter to your Macintosh using the **cable** packed in the Imagewriter accessory kit.

1. Connect the smaller of the two cable plugs to the **socket** in the back of the Macintosh. The socket is marked with a symbol of the printer.
2. Connect the other end of the cable to the **socket** in the back of the Imagewriter.
3. Tighten the thumbscrews on both **connectors** to prevent radio and TV interference. The metal plate makes contact with the screws and grounds the printer. Tightening the screws prevents the connection from coming loose.



For more detailed instructions on setting up and using the Imagewriter, see Part I of the *Apple Imagewriter User's Manual.*

Apple Modem

An Apple modem lets your Macintosh communicate with the rest of the world using telephone lines. So you can send and receive messages through electronic mail, subscribe to news services, find out the latest price of your stocks, or access an entire university library from your Macintosh. Your Apple dealer can tell you about the Macintosh telecommunications possibilities, including MacTerminal.

Attach the Apple modem to your Macintosh as follows:

1. Switch your Macintosh and the Apple modem off.
2. Unplug the modular cord from the base of your telephone and plug it into either of the telephone jacks on the back of the modem.
3. Plug one end of the modular cord that comes with your modem into the other telephone jack on the back of the modem and the other end into the base of your telephone.
4. Attach the data cable that comes in the modem accessory kit for the Macintosh to the socket marked with a symbol of a telephone on the back of the Macintosh and to the 9-pin socket on the back of the modem.
5. Attach the modem power cord to the connector on the back of the modem and plug it into a grounded electrical outlet.

For more detailed instructions on setting up and using the Apple modem, see Part I of the *Apple Modem User's Manual*.

Instructions to operate the modem are included with the MacTerminal application.

The Apple modem is available with either a 300 or a 300 and 1200 baud rate.





Modem Socket

Numeric Keypad

If you do a lot of work with numbers, you may want to add a numeric keypad to your Macintosh system. It lets you enter numbers much more quickly than you can using the standard keyboard and it also includes several keys for special functions.

You can do all of these functions using the standard Macintosh keyboard; the numeric keypad just helps you do them faster.

Attach the keypad to the Macintosh as follows:

1. Unplug the standard keyboard cable from the standard keyboard.
2. Insert the free end of the cable into the socket on the keypad marked by a symbol representing the main unit.
3. Plug the cable that comes with the keypad into the remaining socket on the keypad (it's marked with a keyboard symbol).
4. Plug the other end of that cable into the socket on the keyboard.





Macintosh Carrying Case

The Macintosh Carrying Case lets you carry your Macintosh easily from one place to another—back and forth from the office, on a weekend trip, or just over to a friend's house. Your Macintosh will fit under the seat in most commercial airplanes and in the overhead compartment of others. (If you're going to ship it somewhere, or you want to check it as luggage, repack it in its original box. Or you can look in the phone book under "Air Cargo Service" to find an approved shipping container, or ask your authorized Apple dealer for information.)



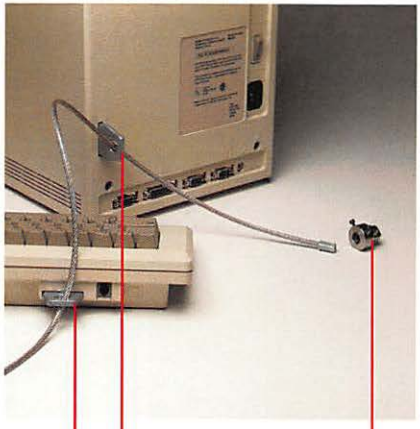


Security Accessory Kit

If the Macintosh is going to be used in a public place and you want to make sure it stays where you put it, you can secure the main unit and the keyboard using the security accessory kit.

1. Insert the **security eyelets** into the back of the Macintosh case and the back of the keyboard. Once inserted, these eyelets lock into place and can't be removed from the main unit or the keyboard.
2. Wrap the **cable** around an immovable object and pull the straight end of the cable through the loop. Thread the straight end through the security eyelets. Secure the cable-end **nut** with the tamperproof **screws**.
3. Slide the **cowling** over the nut and lock all in place with a padlock you purchase separately.
4. Replace the screws on all cable connections with the tamperproof screws provided.







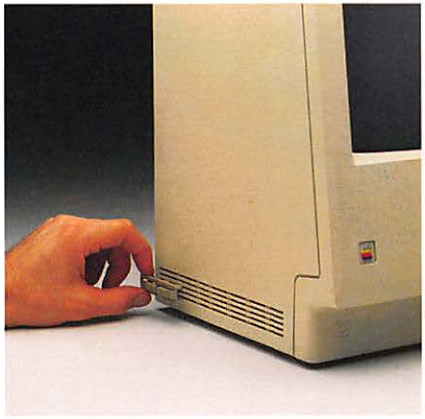
Programmer's Switch

The programmer's switch is included for people who want to write their own application programs for the Macintosh.

Instructions for installing this switch are included on the unpacking instruction sheet. If you're not going to do application development for the Macintosh, don't install the switch; using it in the wrong way could cause you to lose information.

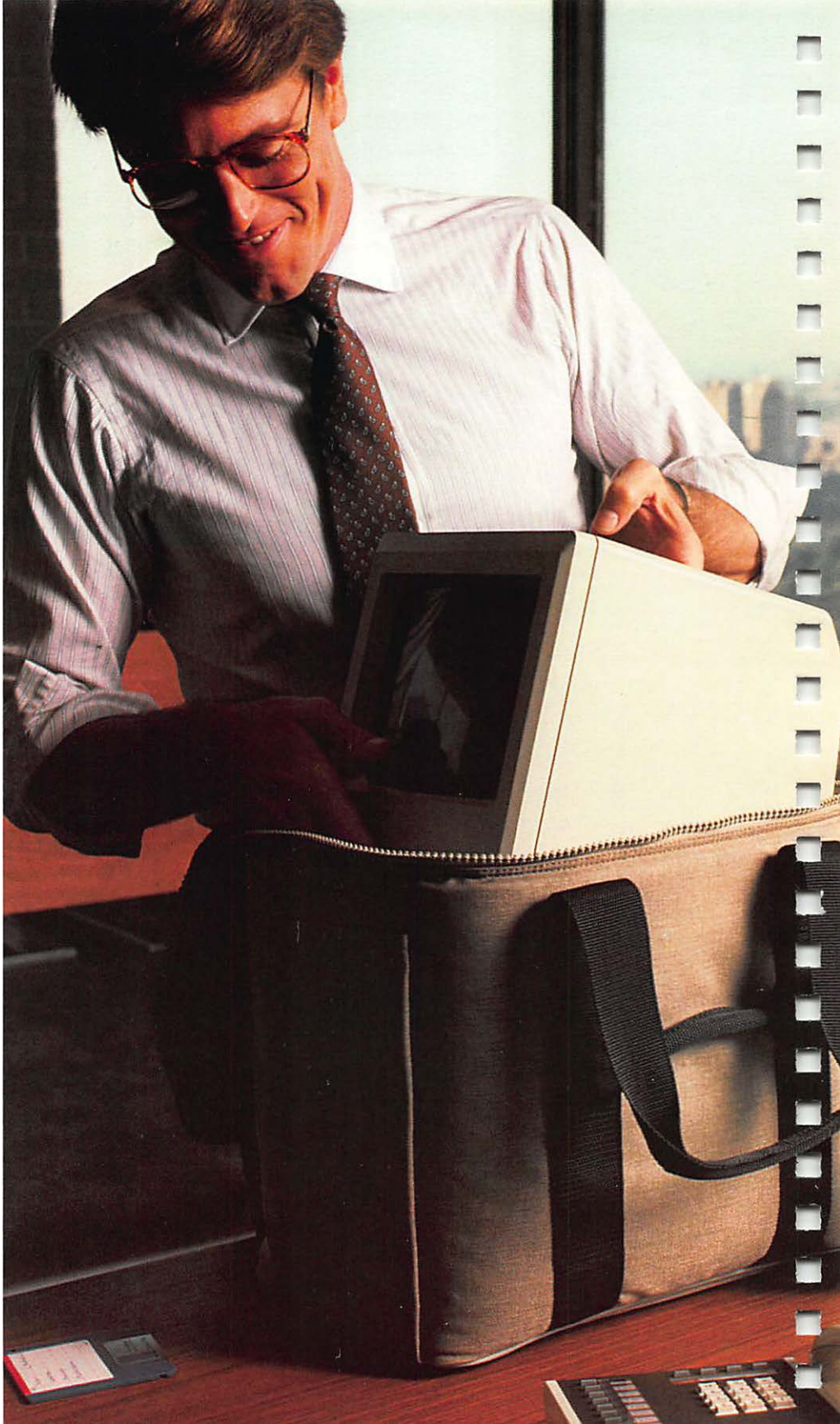
If you want to do Macintosh application development, ask your Apple dealer about technical documentation. Or write to:

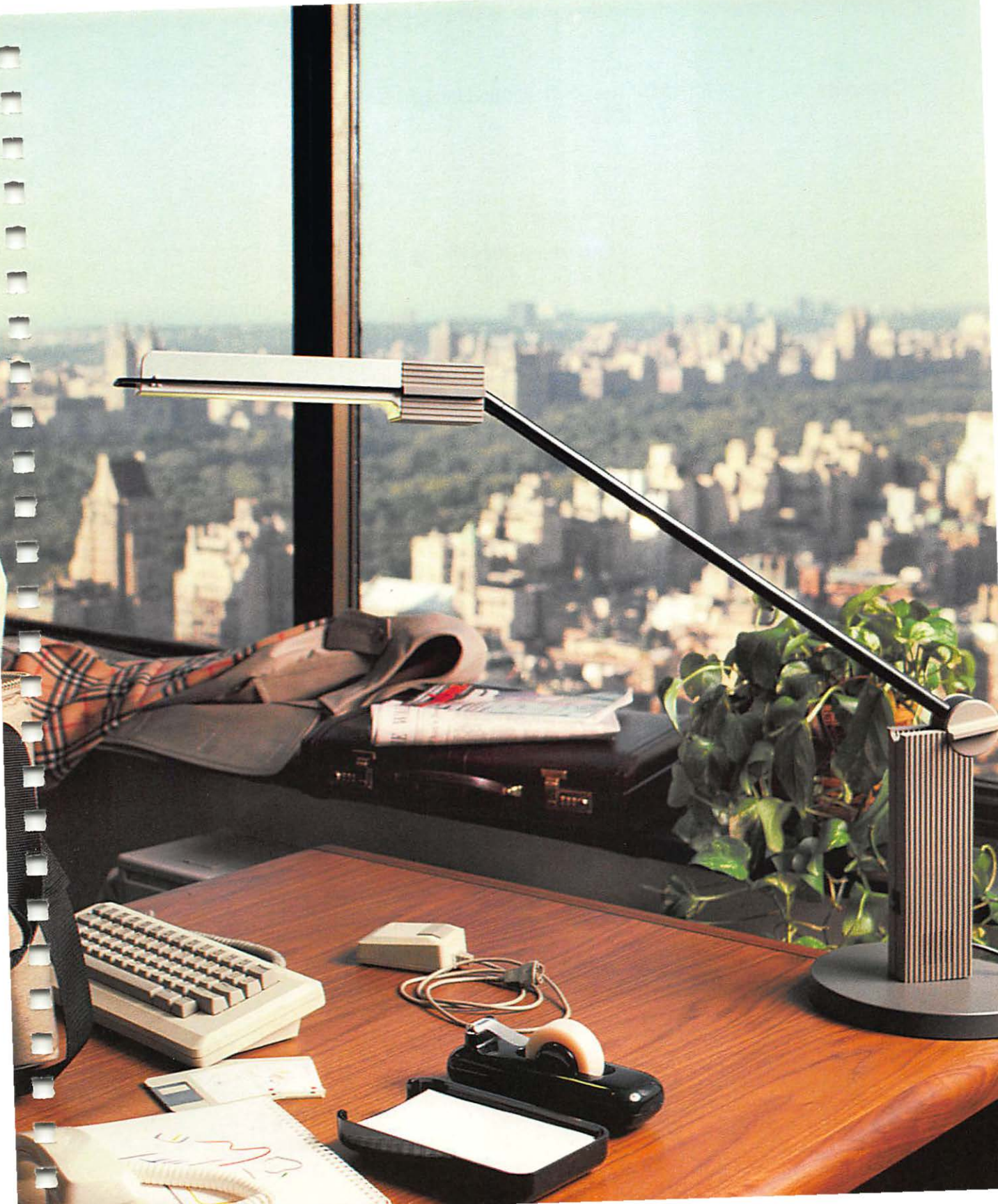
Macintosh Developers' Group
Mail Stop 3-A
Apple Computer, Inc.
20525 Mariani Avenue
Cupertino, CA 95014



Chapter 6:

Taking Care of Your Macintosh





Contents

131 Keeping It in Good Shape
132 Main Unit
132 Keyboard
132 Mouse
133 Disks
135 Clock Battery

136 If Something Goes Wrong
136 The screen is dark.
136 When you insert a disk, the screen is bright, but the desktop doesn't appear.
137 All of a sudden, the screen has strange lines and patterns.
137 Moving the mouse has no effect on the pointer.
138 Typing on the keyboard produces nothing on the screen.
138 You can't save anything on a disk.
138 You can't eject the disk.
139 General Symptoms and Solutions

140 Radio and Television Interference

Keeping It in Good Shape

The first thing to know: You'll never hurt your Macintosh by clicking in the wrong place or pressing the wrong key. Your Macintosh is no more fragile than a television set. And if you follow the few suggestions here, you and your Macintosh will be together for a long time.

Main Unit

Give your Macintosh plenty of space—enough so air can circulate on all sides, even the bottom. Make sure air can circulate around each of the ventilation slots on the top and sides of the main unit. Don't use it on thick-pile carpet or upholstery, and don't set anything on top of it while it's switched on. You can store your Macintosh in a bookcase, but it shouldn't be crammed into a small space while you're using it.

Be careful not to spill liquids on your Macintosh. The main unit is reasonably safe from small splashes, but probably won't survive a cup of coffee spilled into it.

The Macintosh can tolerate about the same range of temperatures as you can, but don't let it sit outside in direct sunlight or expose it to rain (much less hail, sleet, or snow). The top of the main unit will feel warm to the touch (about 85 to 90 degrees F.) after it's been on for a while. This is just the heat generated inside rising to the top and escaping.

It's fine to keep your Macintosh switched on even when you're not using it. It uses very little electricity (about the same as a 60-watt light bulb), and it makes a fine night light. Just remember to turn down the brightness, because if your Macintosh is left on for long periods (days or weeks), the image on the screen will start to "burn in," and the screen may be permanently damaged.

Warning: *Never* try to remove the cover from the main unit. The Macintosh contains extremely high-voltage components that retain an electrical charge, even after the unit is switched off.

Important Safety Instructions: The Macintosh is intended to be electrically grounded. It's equipped with a three-wire grounding type plug, a plug having a third (grounding) pin. This plug will only fit into a grounding-type AC outlet. This is a safety feature. If you are unable to insert the plug into the outlet, contact a licensed electrician to replace the outlet and, if necessary, install a grounding conductor. Do not defeat the purpose of the grounding-type plug.

Keyboard

The keyboard cable connectors are just like those used in modular telephones; however, the cables themselves are not. *Never* connect these cables to your telephone and never connect a phone cable to your Macintosh. Doing so may cause permanent damage.

Try not to spill anything on the keyboard. It can be ruined by a spilled soft drink or anything that leaves a sticky residue. If you spill something on the keyboard and it stops working:

- □ If the liquid is sweet or sticky, unplug the keyboard and take it to your authorized Apple dealer for repair or replacement.
- □ If the liquid is thin and clear, try unplugging the keyboard, inverting it to let the liquid drain out, and drying it for 24 hours at room temperature. If it still doesn't work, take it to your Apple dealer.

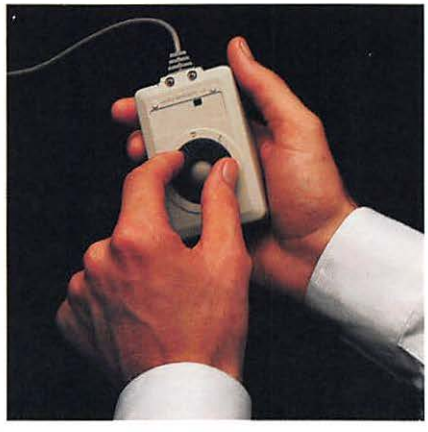
Mouse

Be careful not to drop the mouse or let it hang from a table by its cable. Just use common sense in treating it as carefully as you can.

The surface your mouse moves on should be as smooth, clean, and dust-free as possible. And give the mouse itself an occasional cleaning.

How to clean the mouse:

1. Turn the mouse upside down and rotate the black plastic dial counterclockwise as far as it will go.
2. Holding one hand over the ball and dial to catch them, turn the mouse back right side up. The dial and the ball will drop into your hand.





3. Inside the case are two rubber rollers, similar to those on a tape recorder. Using a cotton swab moistened with alcohol or tape head cleaner, gently wipe off any oil that has collected on the rollers, rotating them to reach all surfaces.
4. Wipe the ball with a soft, clean, dry cloth. (Don't use tissue or anything that may leave lint, and don't use a cleaning liquid.)





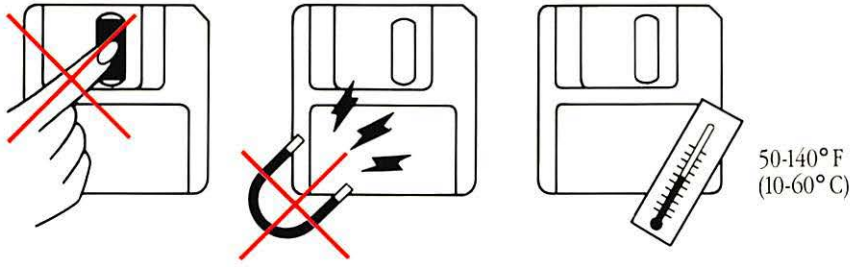
5. Blow gently into the case to remove any dust that has collected there.
6. Put the ball back into its case and, lining up the indicator on the dial with the "O" on the back of the case, reinsert the dial and turn it clockwise as far as it will go. (It will click when firmly in place.)

Disks

Although Apple 3½-inch disks are much tougher than the flexible (or "floppy") disks used with most personal computers, they do have a few modest physical requirements—about the same as audio cassette tapes have. Your Macintosh disks should be kept dry, away from extreme temperatures (don't lay them on top of your Macintosh or store them on the seat of your car), out of direct sunlight, and out of reach of anything that contains a magnet, like a telephone. (Magnetic fields can scramble the information on the disk.)

When the disk is inserted into the disk drive, the metal covering on the disk case slides to the left, so the Macintosh can get information from and save information on the disk. When the disk is out of the disk drive, the metal covering closes by spring action to protect the disk underneath it. Never touch the exposed disk under the metal covering.

Other than that, you don't have to treat disks especially carefully. You can carry them around in your purse or shirt pocket or mail them to your aunt in Cooperstown. (Two fit nicely in a business envelope.)



Be sure to make a copy of any disks you can't do without. (See "Copying an Entire Disk" in Chapter 3.) It's no fun losing a report the night before you were going to make final corrections.

You can purchase disks in a 10-pack from your authorized Apple dealer.

Clock Battery

Your Macintosh has a clock that runs continuously, even when the Macintosh is switched off. (Choose Clock from the Apple menu to see it.) When the Macintosh is off, the clock runs on battery power. The battery will probably last about two years. If the clock begins to lose accuracy, replace the battery.

To do this, open the battery door on the back of the Macintosh by pressing the latch, allowing the door to pivot out. Replace the old battery with a new 4.5-volt battery (Eveready No. 523 or equivalent). Make sure you insert the battery so that its plus and minus indicators match those on the Macintosh cover. Put the battery cover back on. Reset the Macintosh clock if you need to: choose Control Panel from the Apple menu.



If Something Goes Wrong

Do not attempt to open the cover of your Macintosh. The Macintosh was designed so that you never need to remove the cover of the main unit or the keyboard; everything you connect to your Macintosh can be connected from the outside. If your Macintosh stops working, try the suggestions that follow; if it still doesn't work, take it to your authorized Apple dealer, who's been specially trained and authorized and has the necessary tools to service your Macintosh.

The screen is dark.

What's Probably Wrong

The Macintosh isn't getting power or the brightness control is turned way down.

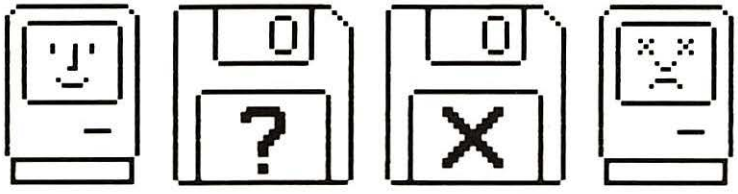
What to Do

Check the brightness control under the left side of the screen; turn it clockwise to make the screen brighter. Make sure the Macintosh is switched on and the power cord is firmly attached to both the main unit and the wall outlet. If the outlet is controlled by a wall switch, is the wall switch on? Is the outlet controlled by a dimmer switch? (Use a different outlet if it is.)

When you insert a disk, the screen is bright, but the desktop doesn't appear.

What's Probably Wrong

Usually an icon will indicate the problem, or a message will appear. The disk may be damaged or it might not be a startup disk. There may be problems with the main unit.



What to Do
The "happy Macintosh" means everything's fine to this point.

The question mark means the Macintosh is ready for you to insert a disk.

If the disk isn't initialized for the Macintosh, you'll be asked if you want to initialize it.

An "X" means the disk may be damaged; try another. Or try restarting the Macintosh by switching it off briefly and then on again. This lets the Macintosh get another copy of the software and start over; sometimes that's all it needs. Try restarting with a different disk.

The "sad Macintosh" appears when the Macintosh can't go any further. Often this indicates a hardware problem. See your dealer.

You may have to eject the disk manually. To do this, press and hold the mouse button while you switch the Macintosh off and then on again. (The groaning sound is normal.)

All of a sudden, the screen has strange lines and patterns.

What's Probably Wrong
The Macintosh can't follow its instructions. Most likely it's a problem with the disk or the application, although there could also be a problem with the hardware.

What to Do
Try restarting the Macintosh. If the same problem recurs, the structure of the disk you're using may be damaged, making it difficult for your Macintosh to read it. Try copying the disk on a new, initialized disk. If this doesn't do it, try a different disk. If a different disk works, the problem is with the first disk; if a different disk doesn't work either, there's probably something wrong with the hardware. Take the Macintosh to your dealer for help.

Moving the mouse has no effect on the pointer.

What's Probably Wrong
The mouse might not be firmly connected to the main unit, or the mouse isn't working properly. There may be a problem with the software.

What to Do
Is the mouse firmly connected to the Macintosh? Is it moving on a smooth, clean surface? Does the mouse need cleaning? (See "Keeping It in Good Shape" in this chapter.)

If the problem doesn't seem to be with the mouse, check the software by first restarting the Macintosh, then trying another disk. If there seems to be a software problem you can't solve by restarting or by trying another disk, tell your authorized Apple dealer about it. Your dealer can get the answers you need.

Typing on the keyboard produces nothing on the screen.

What's Probably Wrong
You might be in a situation that doesn't allow typing. (For example, MacPaint has a tool just for entering text.) The keyboard connection may be loose, or the keyboard broken.

What to Do
Make sure you're in a situation that allows typing. Make sure the keyboard is connected securely. If this doesn't help, see your Apple dealer.

You can't save anything on a disk.

What's Probably Wrong
Either the disk can't accept the information because it's full, not initialized for the Macintosh, locked, or damaged, or the disk drive isn't working.

What to Do
Usually a message appears in a box describing the exact problem. If not, take the following steps. Eject the disk and see if the Lock tab is in the protect position. (If you can't eject it in the usual way, see the next section.) Reinsert the disk. Check to see if there's room for more information on the disk by selecting the disk and choosing Get Info from the File menu. Try using a different disk.

If you still have trouble saving anything, the disk drive probably isn't working correctly. Take the Macintosh to your Apple dealer for help.

You can't eject the disk.

What's Probably Wrong
Your Macintosh can't get the information it needs to eject the disk in the usual way.

What to Do
Press and hold the mouse button down while you switch the Macintosh off and then on again. This should eject the disk. As a last resort, find the small hole beneath the disk drive. Insert a straightened paper clip or similar small object and push. This ejects the disk if all else fails.

General Symptoms and Solutions

If none of these specific symptoms or solutions seem to fit, consider the three general ways in which your Macintosh could be ailing:

- ☐ The application you're using could have gone wrong just this once after it was copied from the disk into the Macintosh's memory.
- ☐ The disk you're using has bad information on it.
- ☐ The Macintosh is on the blink.

If you've checked the specific symptoms in this chapter, and you still can't get any response from your Macintosh, try turning it off briefly and then on again. If this works and this time you're able to complete what you tried before, it was just a glitch. (That's a technical term.) If you find yourself in the same dilemma after restarting the Macintosh, the problem is with the disk. Try another disk (one without any valuable documents on it, if possible, so you don't risk losing them). If you have the same problem with all disks, the Macintosh most likely has a problem. Take it to your Apple dealer.

Radio and Television Interference

The Macintosh generates and uses radio frequency energy. If it is not installed and used properly, that is, in strict accordance with our instructions, it may cause interference to radio and television reception.

Your Macintosh has been tested and complies with the limits for a Class B computing device in accordance with the specifications in Subpart J of Part 15 of FCC rules. These rules are designed to provide reasonable protection against such interference in a residential installation. However, there is no guarantee that the interference will not occur in a particular installation, especially if a "rabbit ear" TV antenna is used. (A "rabbit ear" antenna is the telescoping rod type usually contained on TV receivers.)

You can determine whether your computer is causing interference by turning it off. If the interference stops, it was probably caused by the computer or its peripherals. To further isolate the problem:

- ☐ Disconnect the peripheral devices and their I/O cables one at a time. If the interference stops, it is caused by either the peripheral or its I/O cable. These devices require shielded I/O cables. For Apple peripherals, you can obtain the proper shielded cable from your dealer. For non-Apple peripherals, contact the manufacturer or dealer for assistance.
- ☐ If you are using a non-Apple peripheral with your Macintosh, be sure that it is supplied with a shielded I/O cable. Macintosh has been tested with shielded cables and may not comply with the class B limits when used with nonshielded cables.

If your computer does cause interference to radio or television reception, you can try to correct the interference by using one or more of the following measures:

- ☐ Turn the TV or radio antenna until the interference stops.
- ☐ Move the computer to one side or the other of the TV or radio.
- ☐ Move the computer farther away from the TV or radio.
- ☐ Plug the computer into an outlet that is on a different circuit from the TV or radio. (That is, make certain the computer and the TV or radio are on circuits controlled by different circuit breakers or fuses.)
- ☐ Consider installing a rooftop TV antenna with coaxial cable lead-in between the antenna and TV.

If necessary, you should consult your dealer or an experienced radio/television technician for additional suggestions. You may find helpful the following booklet, prepared by the Federal Communications Commission:

"How to Identify and Resolve Radio-TV Interference Problems"

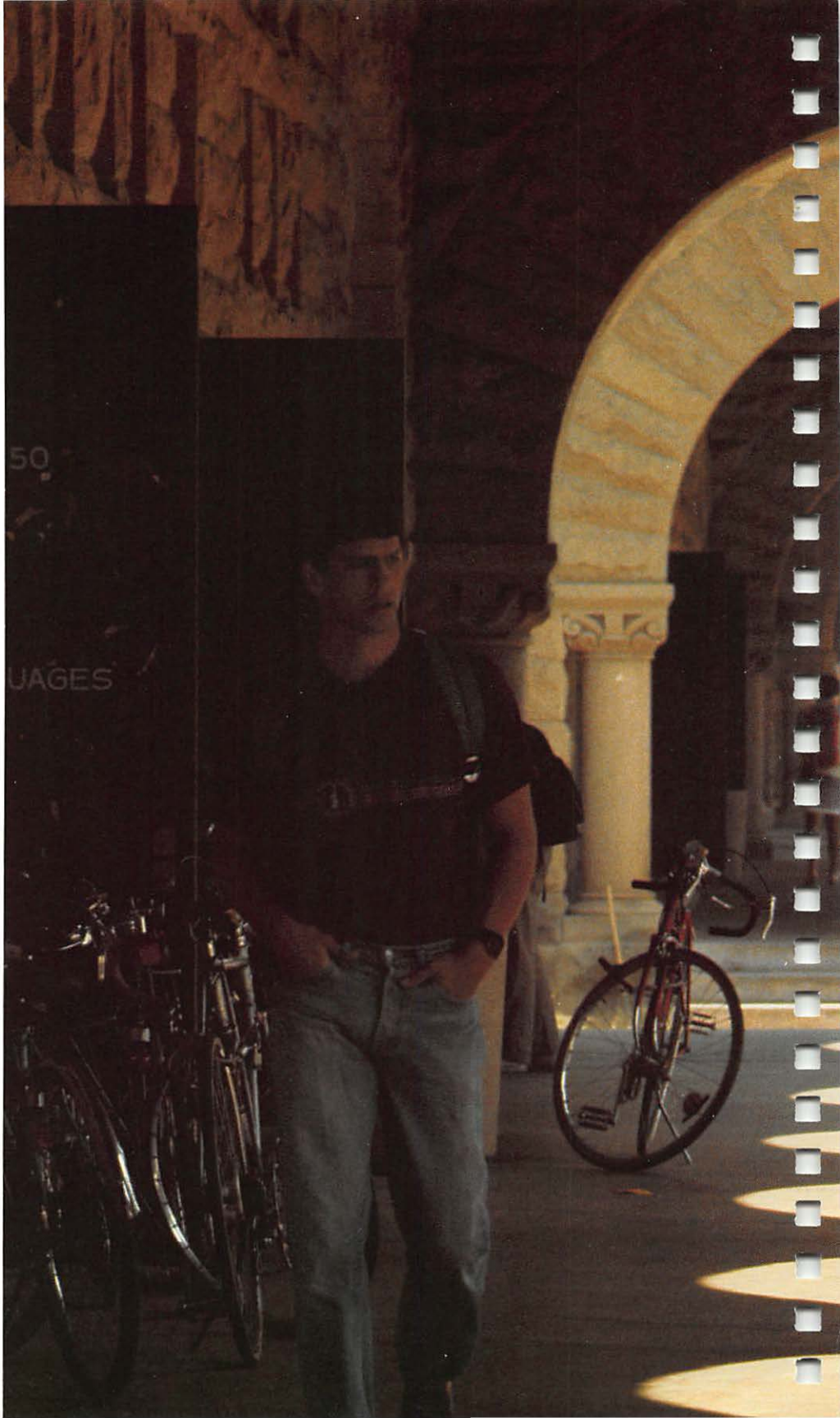
This booklet is available from:

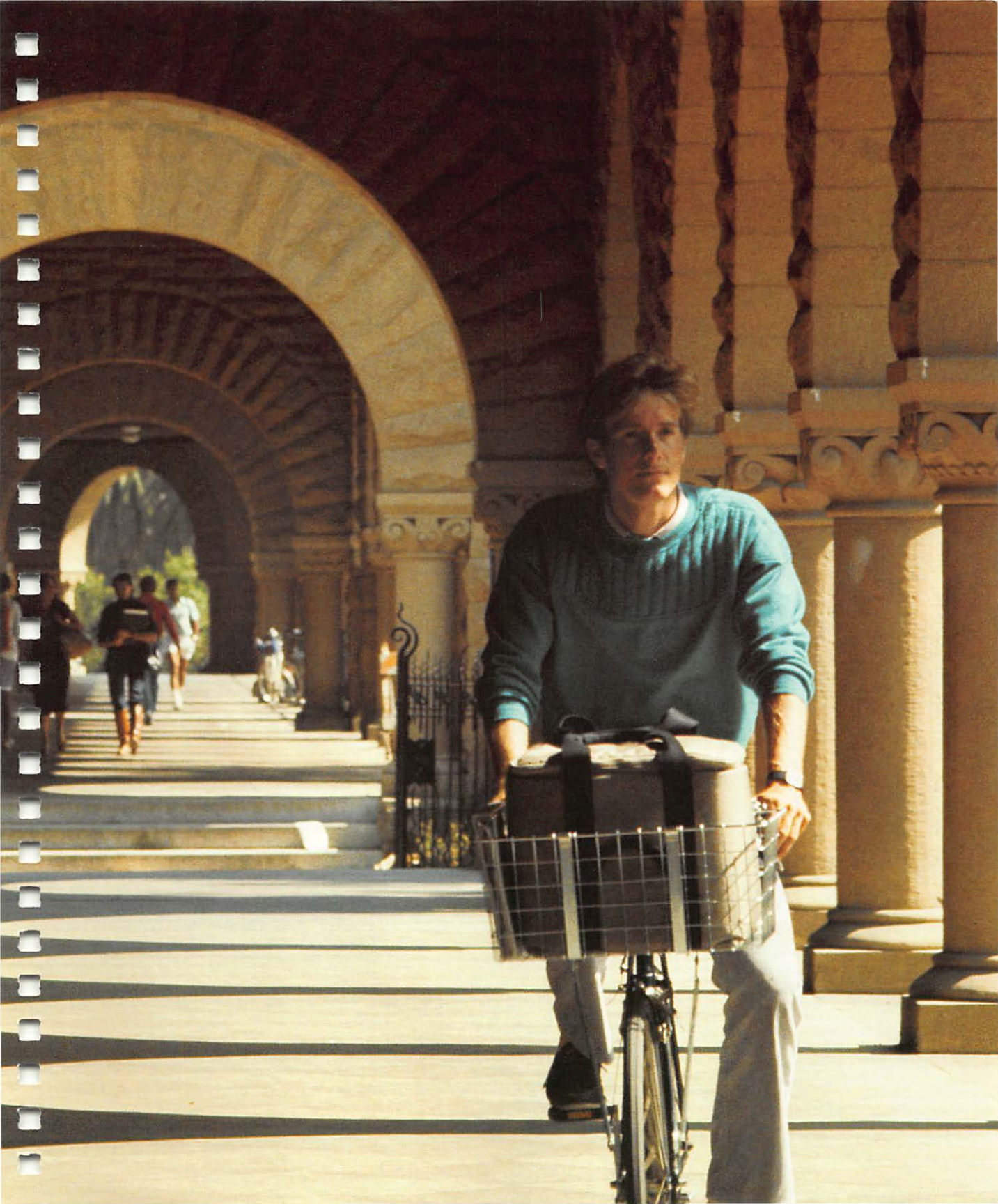
U.S. Government Printing Office
Washington, DC 20402
Stock Number 004-000-00345-4

(Thank you, FCC.)

Chapter 7:

Appendixes





Appendix A: Optional Character Set

Holding down the Option key while you type another key on the keyboard produces the following characters (shown on the right side of each key).



Red = Character produced by holding down the Option key while you type another character

Black = Character produced by holding down the Option key and the Shift key while you type another character

You produce accented characters by combining optional characters with standard characters. See "Keyboard" in Chapter 4.

You can also view the optional character set by choosing the Key Caps desk accessory from the Apple menu. See "Desk Accessories" in Chapter 4.

Appendix B: Macintosh Specifications

Processor:	MC68000, 32-bit architecture, 7.8336MHz clock frequency
Memory:	128K bytes RAM 64K bytes ROM
Disk capacity:	400K bytes per formatted disk, 3½-inch diameter hard-shell media
Screen:	9-inch diagonal, high-resolution, 512-pixel by 342-pixel bit-mapped display
Interfaces:	Synchronous serial keyboard bus Two RS232/RS422 serial ports, 230.4K baud maximum (up to 0.920 megabit per second if clocked externally) Mouse interface External disk interface
Sound generator:	4-voice sound with 8-bit digital-analog conversion using 22 KHz sample rate
Input:	Line voltage: 105 to 125 volts AC, RMS Frequency: 50 or 60 Hz Power: 60 watts
Keyboard:	58 key, 2-key rollover, software mapped
Mouse:	Mechanical tracking, optical shaft encoding 3.54 pulse per mm (90 pulse per inch) of travel
Clock/calendar:	CMOS custom chip with 4.5 volt (Eveready No. 523 or equivalent) user-replaceable battery backup

Size and Weight:

	Weight	Height	Width	Depth
Main Unit	7.5 kg (16 lb. 8 oz.)	344 mm 13.5 inches	246 mm 9.7 inches	276 mm 10.9 inches
Keyboard	1.2 kg (2 lb. 8.5 oz.)	65 mm 2.6 inches	336 mm 13.2 inches	146 mm 5.8 inches
Mouse	.2 kg (7 oz.)	37 mm 1.5 inches	60 mm 2.4 inches	109 mm 4.3 inches

Environment:

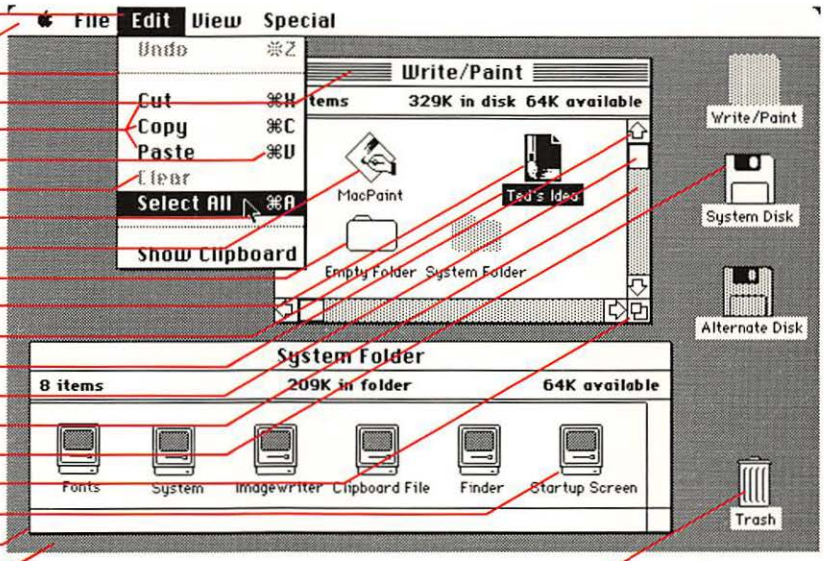
Temperature: operating: 10° C. to 40° C.
(50° F. to 104° F.)
storing: −40° C. to 50° C.
(−104° F. to 122° F.)

Humidity, all conditions:
5% to 90% relative humidity

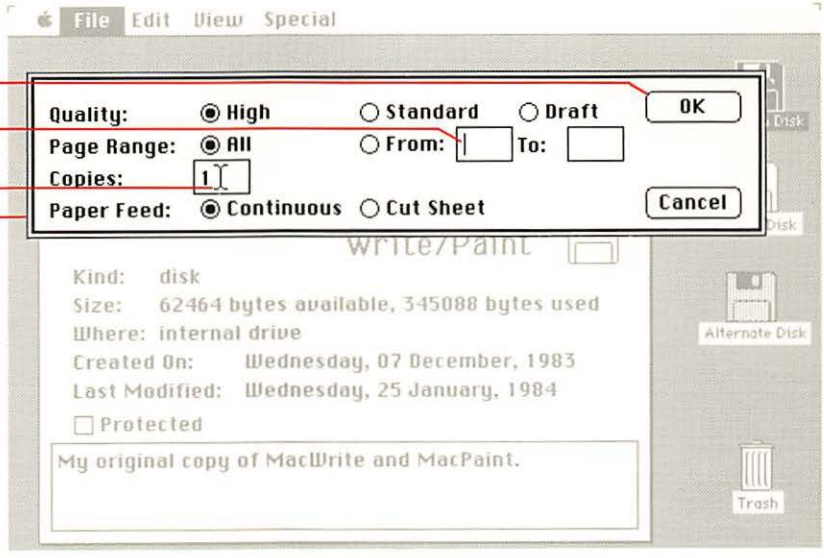
Altitude: 0 to 4615 M
(0 to 15,000 feet)

Glossary

Menu Title
Menu Bar
Pulled-Down Menu
Active Window's Title Bar
Commands
Command Key Equivalent
Dimmed Command
Pointer
Application Icon
Folder Icon
Document Icon, Selected
Selected Text
Scroll Arrow
Scroll Box
Scroll Bar
Disk Icon
Size Box
System Icon
Directory Window
Desktop
Trash



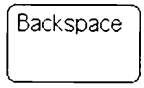
Button
Insertion Point
I-Beam Pointer
Dialog Box



active window
The frontmost window on the desktop; the window where the next action will take place. An active window's title bar is highlighted.

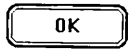


application program
A tool to manipulate information, sometimes called an "application." Macintosh applications include MacPaint and MacWrite.



Backspace key
A key that backspaces over and erases the previously typed character or the current selection.

back up
To make a copy of a disk. Backing up your disks ensures that you won't lose information in case a disk is lost or damaged.



button
Buttons appear in dialog boxes and are clicked to designate, confirm, or cancel an action. See also mouse button.

Calculator
A desk accessory that works like a four-function pocket calculator. Calculation results can be cut and pasted into your documents.



Cancel button
A button that appears in dialog boxes. Clicking this button cancels the command.



Caps Lock key
A key that, when engaged, causes subsequently typed letters to appear in uppercase. It works like a Shift key except that it doesn't affect numbers or symbols.

choose
To pick a command from a menu by dragging. Usually you do this after you've selected something for the Macintosh to act on.

click
To position the pointer on something, then press and quickly release the mouse button.

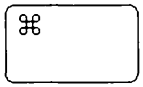
Clipboard
The holding place for what was last cut or copied.

Clock
A desk accessory that displays the current date and time.

close
To turn a window back into the icon that represents it.

close box
An icon on the left side in the title bar of an active window. Clicking a close box closes the window.

command
A word or phrase, usually in a menu, describing an action for the Macintosh to perform. Also, a combination of the Command key and a character key that accomplishes the same thing.



Command key
A key that, when held down while another key is pressed, causes a command to take effect.

Control Panel
A desk accessory that lets you change the speaker volume, the keyboard repeat speed and delay, and other preferences.

cut
To remove something by selecting it and choosing Cut from a menu. What was cut is placed on the Clipboard.

desk accessories
"Mini-applications" that are available from the Apple menu regardless of which application you're using. Examples are the Calculator, Note Pad, Clock, and Puzzle.

desktop
Macintosh's working environment—the menu bar and the gray area on the screen.



dialog box
A box containing a message requesting more information from you.

Sometimes these messages are warnings that you're asking your Macintosh to do something it can't do or that you're about to destroy some of your information. (In these cases the messages are often accompanied by a "beep.")

Cut
Copy

dimmed command
A command that appears dimmed compared to other commands in the menu. A dimmed command cannot be chosen.

dimmed icon
An icon that represents a disk that has been ejected. Dimmed icons can be selected and opened, but the documents on them cannot be opened.

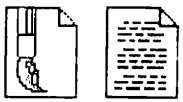
directory
A pictorial, alphabetical, or chronological list of the contents of a folder or a disk.



disk
The magnetic medium on which the Macintosh stores information. Macintosh uses a 3½-inch disk.



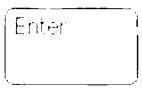
disk drive
The mechanism that holds the disk, retrieves information from it, and saves information on it.



document
Whatever you create with Macintosh applications—information you enter, modify, view, or save.

double-click
To position the pointer where you want an action to take place, and then press and release the mouse button twice in quick succession without moving the mouse.

drag
To position the pointer on something, press and hold the mouse button, move the mouse and release the mouse button. When you release the mouse button, you either confirm a selection or move an object to a new location.



Enter key
A key that confirms or terminates an entry or sometimes a command.

file
A collection of information stored on a disk, usually a document.

Finder
An application that's always available on the desktop. You use it to manage documents and applications, and to access disks.



folder
A holder of documents and applications on the desktop. Folders allow you to organize information in any way you want.

font
A collection of letters, numbers, punctuation marks, and other typographical symbols with a consistent appearance. An example of a Macintosh font is New York.

hardware
Anything about the Macintosh that you can see or touch.

highlight
To make something visually distinct from its background. An item is usually highlighted to show that it has been selected or chosen.



I-beam
A type of pointer used in entering and editing text.

icon
A graphic representation of an object, a concept, or a message. Icons are often objects associated with the Finder.

information window
The window that appears when you select an icon and choose Get Info from the File menu. It supplies information such as size, type, and date, and it includes a comment box for adding information.

initialize
To prepare a disk to receive information.

insertion point
The spot in a document where something will be added. An insertion point is selected by clicking and is represented by a blinking vertical bar.

lock
To prevent documents or entire disks from being altered.

main unit
The Macintosh console, which contains the processor, memory, the built-in disk drive, and the screen.

memory
The place in the Macintosh main unit that stores information while you're working with it.

menu
A list of commands that appears when you point to and press the menu title in the menu bar. Dragging through the menu and releasing the mouse button while a menu item is highlighted chooses that item.

menu bar
The horizontal strip at the top of the screen that contains menu titles.

menu title
A word or phrase in the menu bar that designates one menu. Pressing on the menu title causes the title to be highlighted and its menu to appear below it.



mouse
A small device you roll around on a flat surface next to your Macintosh. When you move the mouse, the pointer on the screen moves correspondingly.

mouse button
The button on the top of the mouse. In general, pressing the mouse button initiates some action on whatever is under the pointer, and releasing the button confirms the action.

Note Pad
A desk accessory that allows you to enter and edit small amounts of text while working on another document.



numeric keypad
An accessory keyboard like a calculator keypad; used with some applications for numeric input.

open
To create a window from an icon so you can view a document or directory.



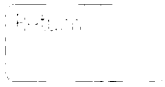
Option key
A key used like the Shift key to give an alternate interpretation to another key you type. You use it to type foreign characters or special symbols.

paste
To reposition the contents of the Clipboard—whatever was last cut or copied.



pointer
A small shape on the screen, most often an arrow pointing up and to the left, that tracks the movement of the mouse.

press
To position the pointer on something and then hold down the mouse button without moving the mouse.



Return key
A key that causes the insertion point to move to the beginning of the next line. It's also used in some cases to confirm a command.

save
To store information on a disk.

Scrapbook
A desk accessory in which you save frequently used pictures or passages of text.

scroll
To move a document or directory in its window so that a different part of it is visible.



scroll arrow
An arrow on either end of a scroll bar. Clicking a scroll arrow moves the document or directory one line. Pressing a scroll arrow scrolls the document continuously.

scroll bar
A rectangular bar that may be along the right or bottom of a window. Clicking or dragging in the scroll bar causes the view of the document to change.



scroll box
The white box in a scroll bar. The position of the scroll box in the scroll bar indicates the position of what's in the window relative to the entire document.

select
To designate where the next action will take place. To select, you click or drag across information.

selection
The information affected by the next command. The selection is usually highlighted.

Shift-click
A technique that allows you to extend a selection by holding down the Shift key while you make an additional selection.



Shift key
A key that, when pressed, causes subsequently typed letters to appear in uppercase, and causes the upper symbol to appear when number or symbol keys are typed.



size box
A box on the bottom right of some active windows that lets you control the size of the window.

software
Programs, or instructions for the Macintosh to carry out. The Macintosh reads these instructions from disks inserted into the disk drive.

startup disk
A disk with all the necessary files to use the Finder and possibly one or more application programs.

style
A stylistic variation of a font, such as italic, underline, shadow, or outline.

Tab key
A key that, when pressed, moves the insertion point to the next tab marker or, in a dialog box with more than one place to enter information, to the next rectangle.

title bar
The horizontal bar at the top of a window that shows the name of the window's contents and lets you move the window.

window
Displays information on a desktop. You view documents through windows. You can open or close them, change their size, edit their contents, scroll through them, and move them around on the desktop.

Index

A

accented characters 87, 95, 144
accessories, desk *See* desk accessories
accessories, Macintosh *See also* disk drive and Imagewriter printer
 carrying case 125
 modem 123
 numeric keypad 124
 security accessory kit 126
activating a window 22, 56
active window 22, 23, 56, 91
 closing 25
 highlighted 22
 printing 70
advanced techniques *See* shortcuts
alert message 30, 93
Alternate Disk 12, 68, 69, 81
Apple menu 40, 104
 About the Finder 104
 Calculator 40, 94
 Clock 40, 95, 98
 Control Panel 93, 97-98
 Key Caps 95, 144
 Note Pad 40, 96
 Puzzle 96
 Scrapbook 97
application 47, 49, 101
 copying 68, 80
 moving 37, 69
 opening 29, 31, 64
 problems with 137-138
 quitting 31
 removing 72
 renaming 66
 starting 29, 31, 64
application development 127
applications 113-115
arranging desktop 12, 14, 24, 35, 40
arrow, scroll 27, 58
audio cassette tape 5

B

backing up a disk *See* disk, copying
backing up a document *See* document, copying
Backspace key 30, 61, 87, 99
battery, clock 40, 95, 98, 135
beep 10, 93 *See also* alert message
 adjusting volume 93, 97-98
blinking command 98
blinking menu bar 93
blinking question mark 10
blinking vertical bar 30, 32, 98
booting *See* starting
brightness control 131
button, dialog box
 Cancel 30
 Eject 30
 OK 30
 Save 30, 75
button, mouse 13, 15, 16, 17, 54, 55
By Date command 108
By Icon command 63,64, 108
By Kind command 108
By Name command 108
By Size command 108

C

Calculator 40, 94
Cancel button 30
canceling 99
 command 18
 a drag 16, 21, 55
capitalizing letters 30, 74, 86, 90
Caps Lock key 86
care
 disk 133
 keyboard 132
 main unit 131
 mouse 132
carrying case 125
cassette tape 5
changing
 disk name 66
 document name 66
 icon name 36
 size of window 20, 23, 57
 windows 22, 56
choosing a menu command 17, 18, 19
Clean Up command 40, 108
Clear command 107

clicking 14-15, 54
Clipboard 33-34, 49, 92
Clipboard File 92
clock 95
 battery 40, 135
 setting 40-41, 98
Close All command 39, 105
close box 21, 25, 34, 57, 99
Close command 25, 34, 57, 105
closing
 application 31
 document 30, 74-75
 window 25, 28, 39, 57
command *See also* specific command
 blinking 98
 canceling 18
 choosing 17, 18, 19
 dimmed 17
 highlighted 18
Command key 56, 87, 99
 to eject a disk 78
 to print 70-71
 to stop action 99
Command-E 78
Command-period (.) 99
Command-Shift-1 78
Command-Shift-2 78
Command-Shift-3 70
Command-Shift-4 71
comment box 31, 59, 105
communications *See* modem and MacTerminal
confirming an entry *See* Return and Enter keys, and OK button
Control Panel 40-41, 93, 97-98
Copy command 61, 92, 94, 107
copy-protect *See* locking
copying *See also* Copy command and Paste command
 application 67-68, 81
 disk 81, 134
 document 67-68
 folder 67-68
 text 61
creating
 document 28, 64, 74
 snapshot 70
cursor *See* pointer
Cut command 32-33, 92, 94, 107
 to move text 60
 to remove text 61

D

date, setting 95
deleting *See* removing, Backspace key, Clear command, and Cut command
desk accessories 40-41, 49, 94, 104
 activating 94-95
 Calculator 40, 94
 Clock 40, 95, 98
 closing 94
 Control Panel 93, 97-98
 Note Pad 40, 96
 Puzzle 96
 Scrapbook 97
desktop 12, 14, 35, 37, 102
desktop pattern 98
diacritical marks 87, 95, 144
dialog message 30, 79, 93
dimmed command 17
dimmed icon 29, 101
directory window 18, 65, 101, 107
disk 47, 88, 101
 care 133
 copying 81, 134
 ejecting 28, 78
 initializing 79, 81, 88, 89
 inserting 10
 locking 89
 naming 66, 89-90
 non-startup 80, 88
 problems with 136-137
 renaming 66
 saving work on 30, 48, 74, 75
 startup 80, 88
disk drive 47
 additional 49, 74, 75, 116
 attaching 116
 problems with 138

document 9, 37, 101
closing 30, 74-75
copying 67-68
creating 28, 31, 74
locking 105
moving 37, 69
naming 30, 36, 66, 74, 89-90
opening existing 48, 65, 74
opening new 28, 31, 74
organizing 12, 35, 100
printing 75
removing 72, 102
renaming 36, 66
saving 30, 48, 74, 75
untitled 64, 74
double-clicking 24, 54-55, 59, 65, 99
adjusting speed of 98
dragging
canceling 16, 21, 55
icon 15, 103
scroll box 58
size box 20, 56
through a menu 18
title bar 21
to select 32, 59, 60-61
Drive button 74, 75
drive, disk *See* disk drive
Duplicate command 35, 36, 67, 105

E

Edit menu 66, 102, 104, 106-107 *See also* Cut command and Paste command
Clear command 107
Copy command 61, 92, 94, 107
Select All command 107
Show Clipboard 34, 92, 107
Undo command 107
editing text 31, 60-61
Eject button 74
Eject command 28, 78, 106
ejecting a disk 28, 78, 106
manually 137, 138
problems with 138
Empty Folder 25
duplicating 35, 67, 101
Empty Trash command 72, 102, 109
Enter key 75, 87, 93, 99
erasing *See* removing, Backspace key, Clear and Cut commands
error message *See* alert message

F

file *See* document
File menu 17, 102, 104, 108
Close command 25, 34, 57, 105
Close All command 39, 105
Duplicate command 35, 36, 67, 105
Eject command 28, 78, 106
Get Info command 31, 39, 105
Open command 18, 22, 64, 65, 74
Print command 70-71, 75, 106
Put Back command 102, 105
filing documents *See* folder
Finder
defined 28, 100-101
locked disk 89
menus 104-109
returning to 31
tasks 35, 63, 100-103
folder
copying 67
creating 67
moving 69
naming 89
removing 72, 102
renaming 66
formatting *See* initializing a disk

G

Get Info command 31, 39, 105

H

hardware 47
problems with 137
highlighted 14 *See also* selecting
command 18
icon 14
title bar 22

I

I-beam 13
icon 10, 12, 101, 102
 clicking 14-15
 dimmed 29, 101
 double-clicking 24, 54, 65, 99
 dragging 15, 103
 highlighted 14
 hollow 18
 moving 15, 19
 opening 18, 22, 24, 64
 renaming 36
 selecting 14, 17, 38-39, 59, 102, 106
icon titles, selecting text in 36, 106
Imagewriter printer
 attaching 121
 controls 120
 paper 118-120
 setting up 117
information window 31, 39, 105
initializing a disk 79, 81, 88, 89
inserting
 disk 10
 text 32-33, 60
insertion point 30, 32-33, 60
 rate of blinking 98

J

K

Key Caps 95, 144
keyboard 30, 31, 32, 47, 49
 adjusting touch 98
 care 132
 character keys 75, 86
 optional character set 87
 problems with 138
 special keys 86
keypad, numeric 124
keys *See also* specific key
 rate of repeating 98

L

locking
 disk 89
 document 105
lowercase letters 30, 74, 86, 90

M

MacDraw 115
Macintosh BASIC 114
Macintosh Pascal 114
MacPaint 114
MacProject 115
MacTerminal 114
MacWrite 113
magnetic fields 133
main unit 47, 131
memory 47, 48,
menu *See also* specific menu
 choosing from 17, 18, 19
 dimmed command 17
 pulling down 17
menu bar 17, 18, 93
menu title 17
modem 123
mouse 13, 15, 16, 47, 49, 54-55
 care and handling 132-133
 feeding 158
 problems with 137-138
 tracking 98
moving *See also* Cut and Paste commands
 application 37, 69
 document 37, 69
 folder 69
 icon 14, 19
 mouse 13, 15, 54-55
 pointer 13, 32
 text 60
 window 21, 24, 56

N

naming 30, 74-75
 disk 66, 89-90
 document 30, 36, 66, 74, 89-90
 folder 89
non-startup disk 80, 88
Note Pad 40, 96
numeric keypad 124

O

OK button 30
on/off switch
 Imagewriter printer 117
 Macintosh 10
Open command 18, 22, 64, 65, 74
opening
 application 29, 31, 64
 existing document 48, 65, 74
 icon 18, 22, 24, 64
 new document 31
 window 18, 22-23, 64, 74
Option key 87, 95, 144
optional character set 87, 95, 144
organizing documents 12, 35, 40, 100

P

paper error light 121
Paste command 32-34, 92, 94, 107
 to copy text 61
 to move text 60
 to replace text 61
pointer 15
 moving 13, 32
 taking different shapes 13
pressing 54
 in scroll bar 58
 menu title 18
 mouse button 13, 15, 16, 17, 54-55
 scroll arrow 58
Print command 70-71, 75, 106
printer *See* Imagewriter printer
printing
 active window 71
 document 70, 75
 entire screen 71
 group of documents 70
 stopping 99
processor 47
programmer's switch 127
programs *See* applications
Put Back command 102, 105
Puzzle 96

Q

Quit command 31
quitting an application 31

R

radio, interference with 140
recovering removed items 73
removing *See also* Backspace key, Cut and Clear commands
 application 72
 document 72, 102
 folder 72, 102
 text 61
renaming 36, 66
replacing 48, 69
 text 36, 61, 66, 106
retrieving documents *See* opening existing document
Return key 32, 87
 to confirm a command 75, 93, 99
returning to Finder 31

S

safety instructions 131
Save As command 30, 75
Save button 30, 75
Save command 30, 48, 74, 75
saving 48
 problems with 138
Scrapbook 97
Scrapbook File 97
screen 47, 71, 136-137
scroll arrow 27, 58
scroll bar 19, 26, 56, 58
scroll box 58
scrolling 27, 58
security accessory kit 126
Select All command 107
selecting *See also* clicking and dragging
 by Shift-clicking 39, 67
 group of icons 37, 59, 86, 102
 icon 14, 17, 38-39, 59, 67, 106
 text 32, 59, 60
Shift key 30, 39, 55, 59, 86, 95
Shift-clicking 39, 54-55, 67, 99
shortcuts 24, 25, 78, 99
Show Clipboard command 34, 92, 107
size box 19, 37, 57
 dragging 20, 56
sizing a window 20, 23, 57
snapshot, creating 70
software *See* applications
speaker volume 93, 98

Special menu
Clean Up command 40, 108
Empty Trash command 72, 102, 109
specifications 145
starting
application 29, 31, 64
Macintosh 10
startup disk 80, 88
switch, on/off
Imagewriter printer 117
Macintosh 10
System Disk 17, 28
system documents 35, 88
System Folder 24, 35, 88

T

Tab key 87, 99
television, interference 140
text *See also* Cut and Paste
copying 61
editing 31, 60-61
inserting 32-33, 60
moving 60
removing 61
replacing 36, 61, 66, 106
selecting 32, 59, 60
typing 32, 33, 36, 66
time, setting 95
title bar 19, 21, 56
Trash 12, 72, 102
trouble-shooting, Macintosh 136-138
typing text 32, 33, 36, 66

U

Undo command 107
untitled document 64, 74
uppercase letters 30, 74, 86, 90
utilities *See* Finder

V

vertical bar 30, 32, 98
View menu 40, 101, 107
By Date 108
By Icon 63, 64, 108
By Kind 108
By Name 108
By Size 108
volume, speaker 93, 98

W

warning message *See* alert message
window 18
activating 22, 56
changing 22, 56
changing size of 20, 23, 57
closing 25, 28, 39, 57
directory 18, 65, 101, 107
information 31, 39, 105
moving 21, 24, 56
opening 18, 22-23, 64, 74
overlapping 22, 39, 56, 91
wristwatch 13
write-protect *See* locking

X

Y

Z

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